

Canadian Heavy Oil Association Board Members – Estimated Time Commitments

Directors on the CHOA can expect to commit approximately 9 hours/month and Executive Board members have an added 2-6 hours per month. Although the time will vary somewhat according to Board needs and Director Activities, this table will provide some guidance on what to expect.

Activity	Estimated # of hours per occurrence	Average # of hours per month	Estimate # of times per year	Total Estimated Hours per year	Notes
Board Meetings					
Quarterly Standing Board Meetings	2.5-4	1	4	12	Conference call option but preference for in-room participation
As Needed Board Meeting	1-3	.5	3	6	Usually a shortened Board meeting in December and 2-4 short issue based conference calls
Strategic Retreat	12	2	2	24	Two day governance retreat in the fall and one and a half day retreat in the spring
Review of Materials and Respond to staff/Board emails	.25-2	3	12	36	Two hours of prep and post work for meetings and 1.5 hours/month for email responses.
Totals for Board Meetings		6.5		78	
Board Committee Meetings					
F&A or G&N Committee	.5-1.5	1	10	10	All Directors serve on one of these two committees. VP chairs G&N, Treasurer chairs F&A
Review of Materials and Respond to staff/Board emails	.25-1	.5	10	5	
Totals for Board Committee Meetings		1.5		15	
KRA Working Group or Optional Ad Hoc Committee Work					
KRA Working Group Meetings	1.5	.75	6	9	Outreach & Engagement, Leadership & Development, Value Creation & Business Development
Review of Materials and Respond to staff/Board emails	.25-1	.5	6	5	
Optional – Ad Hoc Committee Work					<i>It is not recommended for Board members to participate on any other committees other than on an ad hoc basis.</i>
Totals for KRA Working Groups		1.25		14	
Estimated Board Commitment Totals		9.25		107	
Additional Executive Board Member Commitments					
Executive Committee	.5-1.5	1	10	10	President, VP, Secretary, Treasurer only
ED Review & Compensation	1.5		3	4.5	
Agenda/material creation	1		10	10	Chair responsibilities for Board Committees
Additional email and meetings with the ED	1-3	2	12	24	Mostly President and VP