

Ventura County Commission for Women

Time Commitment of our Commissioner

Regular Monthly Meetings

36 hours/year

3 hrs per month x 12 months = 36 hours/year
+ travel time

Preparation for Monthly Meeting

- President – 10 hrs (prep agenda, check email for items)
- Secretary – 10 hrs (prepare minutes)
- Treasurer – 5 – 10 hrs (include travel to get bank statement)
- Correspondence – 5 – 10 hrs (includes travel to office, respond to calls, etc.)
- Computer Tech – 5 – 10 hrs (update website, deal with problems)
- PR – 10 hrs (issue press release of VCCW meeting)
- Greeting Card – 5 hrs – (get cards, keep Birthday list)

Prep Time for all members

- Read minutes *1 hr/mo*
- Recommend agenda items *1 hr/mo*
- Read papers *1 hr/day*
- Listen to BofS wkly *5 hrs/wk*
- Attend other organizations' meetings representing VCCW
- Research, Study, Prepare reports

Preparation Time for Other Meetings

- Annual ethics mtg/Brown act *2 hrs/year*
- Attend committee meeting(s) – time as needed
 - Prepare
 - Research
 - Follow up
 - Develop recommendation(s)
 - Prepare reports for VCCW

Team Building meetings

- Members may meet monthly having tea with a different commissioner to build understanding – agenda: background, interests, business, family, goals within VCCW

Meeting with District Supervisor

Meet at least one time annually; may meet more often as required or as needed.
(Estimated time: Prep 10 hrs, mtg time 30 min.)

- Prepare presentation
- Report on status, progress, projects you are working on for VCCW and future plans
- Present VCCW recommendations and findings and explain, discuss, get input
- Prepare follow-up report for VCCW

Planning Retreat

8 hours annually - recommended

Training Symposium

8 hours annually - to be developed

Orientation

4 hours annually - to be developed

Estimated Annual Time

126.5 Hours Minimum + As Needed

- Regular Monthly Meetings *36 hrs*
- Preparation for Mo. Meetings *Minimum 24 hrs*
- Preparation for other meetings *As needed*
- Team Building Meetings *12 x 3 hrs = 36 hrs*
- Meeting with Supervisor *10.5 hrs*
- Planning Retreat *8 hrs*
- Training Symposium *8 hrs*
- Orientation *4 hrs*

Estimated Annual Time

Regular Monthly Meetings	<i>36 hrs</i>
Preparation for Mo. Meetings	<i>Minimum 24 hrs</i>
Preparation for other meetings	<i>As needed</i>
Team Building Meetings	<i>12 x 3 hrs = 36 hrs</i>
Meeting with Supervisor	<i>10.5 hrs</i>
Planning Retreat	<i>8 hrs</i>
Training Symposium	<i>8 hrs</i>
Orientation	<i>4 hrs</i>
Total Hours	<i>126.5 Hours +As Needed</i>

Your Mission Should You Accept it

THE VENTURA COUNTY
COMMISSION FOR WOMEN
ENCOURAGES, SUPPORTS AND
FACILITATES THE EMPOWERMENT
AND EDUCATION OF VENTURA
COUNTY WOMEN.