

**Expectations of Work Load
for Foundation Board Members**

RESPONSIBILITY	ESTIMATED TIME COMMITMENT
Board Meeting Responsibility	
In-person Board Meetings four times/year (one meeting with FSMB Board)	3-4 days per meeting (includes travel) Schedule TBD
In-Person Meeting Preparation	12 hours per meeting
Attend FSMB Annual Meeting	3-4 days
Monthly Teleconference (except for live meeting months)	2 hours per teleconference Schedule TBD
Teleconference Meeting Preparation	4 hours per meeting
Committee Responsibilities	
Each Board member will serve on a committee	
Committee Teleconference 6 times/year	3 hours per teleconference
Committee Teleconference Meeting Preparation	6 hours per meeting
Outreach Activities	
SMB Visits; if in conjunction with FSMB SMB visits	up to 2/year 2 days per trip
SMB Visits; if independent	1 site visit/year 2 days per trip
4 teleconference SMB outreach calls	2 hours per SMB teleconference