



FHSLA Leadership Time Commitment Guide

The Vice President-President-Past President sequence is a three-year leadership commitment designed to provide continuity and shared support. Responsibilities and time commitments vary by year, time of the year and are distributed across the Executive Board to ensure no role is a one-person job.

Year 1 – Vice President

Role Overview:

The Vice President supports the President in their duties and assists with planning activities for the mid-year and annual meetings. This year serves as an introduction to Executive Board operations and leadership responsibilities.

Estimated Time Commitment:

- Attend monthly Executive Board meetings – approximately 1 hour per meeting
 - Meetings typically occur on the same day and time each month.
 - In the 6-8 weeks leading up to the annual meeting, meetings are usually held weekly (attendance is encouraged but not required).
- Attend additional planning or task-specific meetings as needed.
- Provide general support for meeting planning and Executive Board initiatives.

Year 2 – President

Role Overview:

The President leads the Executive Board and serves as the primary point of contact for the mid-year and annual meeting planning, with support from the Vice President and Executive Board. Responsibilities include facilitating meetings, coordinating reports, and overseeing the successful execution of the meetings. Planning and implementation are collaborative efforts shared across the Board.

Estimated Time Commitment:

- Attend and lead monthly Executive Board meetings - approximately 1 hour per meeting
 - Meetings typically occur on the same day and time each month.
 - In the 6–8 weeks leading up to the annual meeting, meetings are usually held weekly (attendance is encouraged for all Executive Board members but not required).
 - The President may suggest meeting times and works with the Executive Board to determine schedules during their term.
- Monthly meeting preparation - approximately 15-30 minutes per month



- Includes creating agendas and coordinating reports with officers and committee chairs.
- Annual meeting planning - approximately 1-2 hours per month on average
 - Some months may require little to no planning time, while others may require additional time.
- Mid-year virtual meeting planning - time varies based on meeting needs.
- Participate in additional planning meetings and special projects as needed.
- Provide leadership support and coordination across Executive Board activities.

Note: The President is supported by the full Executive Board in areas such as planning, communication, graphic design, member support, and logistics.

Year 3 – Past President

Role Overview:

The Past President serves in an advisory and support capacity, assisting the current President as needed and providing continuity. This role also includes leadership of key committees.

Estimated Time Commitment:

- Attend monthly Executive Board meetings in a support role - approximately 1 hour per meeting
 - Meetings typically occur on the same day and time each month.
 - In the 6-8 weeks leading up to the annual meeting, meetings are usually held weekly (attendance is encouraged but not required).
- Chair the Nominating Committee
 - Nominating activities typically begin approximately three months prior to the annual meeting.
 - Estimated time commitment: 2-3 hours total during the nominating and voting cycle.
 - If nominations are not received for one or more positions, an additional 1-2 hours may be needed for outreach and member communications.
- Chair the Strategic Planning Committee (optional extension beyond the Past President year)
 - No fixed meeting schedule; timing and activities are set by the chair in collaboration with the committee.
 - Estimated minimum commitment of 3-4 hours per year (or more, as needed) to plan and work on strategic goals and projects.



Vice President (Year 1)	• Support President in leadership duties • Assist with planning mid-year and annual meetings • Participate in Executive Board discussions and initiatives	• Monthly Executive Board meetings: ~1 hour/month • Weekly meetings during 6–8 weeks before annual meeting (optional): ~1 hour/week • Additional planning meetings as needed
President (Year 2)	• Lead Executive Board and monthly meetings • Coordinate agendas and officer/committee reports • Serve as primary contact for annual meeting planning • Oversee annual meeting execution with Board support	• Monthly Executive Board meetings: ~1 hour/month • Weekly meetings during 6-8 weeks before annual meeting: ~1 hour/week • Meeting preparation: 15-30 minutes/month • Annual meeting planning: ~1-2 hours/month (average) • Mid-year meeting planning and special projects: time varies
Past President (Year 3)	• Provide advisory and leadership support to President • Chair Nominating Committee • Chair Strategic Planning Committee (optional extension)	• Monthly Executive Board meetings: ~1 hour/month • Nominating Committee: ~2-3 hours total (plus 1-2 additional hours if outreach is needed) • Strategic Planning Committee: ~3-4 hours/year minimum

Notes

- Meeting schedules are typically consistent month to month.
- Time commitments increase modestly during annual meeting planning periods.
- Responsibilities are shared across the Executive Board; no role operates independently.
- Actual time may vary depending on projects, initiatives, and meeting cycle needs.