



## Vice President: Average Time Commitment

12 to 20 hours monthly not including attending the National Assembly or Regional Gatherings

- Attend **FCM National Assembly** every other year (Friday through Sunday)
- **Attend Circle Meeting Quarterly**
  - February: In-person meeting for 2.5 days
  - May: Zoom meeting for 2 hours
  - July: In-person meeting for 2.5 days, will be just before the National Assembly every other year.
  - Oct: Zoom meeting for 2 hours
- **Semiannually**

Write a letter of recommendation for Endorsement candidates  
On request, participate in the Endorsement Committee's meeting via Zoom to answer questions about candidates
- **Quarterly**

- Write thumbnails for Commissioning candidates for presentation to the Circle
- Ensure newly Commissioned members have Commissioning Services
  
- **Six times yearly**
  - Submit Newsletter items:
    - Introduce new members. Have member write their introduction and supply a photo for the Newsletter
    - Announce newly Endorsed members. Have members write a brief updated article about themselves, and their current ministry; and supply a photo
    - Announce and invite members to regional events and Commissioning services
    - Submit brief articles from hosts of events and ask hosts to supply a photo of attendees
  
- **Monthly**
  - Welcome new members. Will be notified of new members by the Central Office
  - Communicate with Commissioning candidates via phone or Zoom and support candidates through the process
  - Schedule or delegate monthly Zoom gatherings in your region
  - Encourage and support gatherings hosted by Area Representatives or other members
  - Meet with the President and Vice Presidents via Zoom
  - Submit expense reimbursement report
  
- **As needed**
  - Check FCM emails frequently
  - Check-in with Area Representatives
  - Support members with occasional emails, phone calls, texts or Zoom as needed