

Cinema For All (the trading name of the British Federation of Film Societies) is the national support and development organisation for the film society and community cinema sector. We are a small national charity with big ambitions. Our vision is **Cinema For All**: for all communities, wherever they are, to have access to the shared experience of watching film. We work with a number of key film professionals from our President, esteemed film critic **Derek Malcolm**, to our special advisor **Ian Christie** and patrons **Ken Loach**, **Danny Leigh** and **Mark Herbert**.

From our office in Sheffield, our small team provides **tailored advice and guidance** on how to set up a community cinema from finding a venue, to sourcing film titles, to film licences. We hire out projection equipment and run an **affordable film distribution service** of British, independent, documentary and world cinema titles, which makes great film available to all.

We represent a **growing nationwide network** of over 700 community cinemas, both in urban and rural areas and through them reach around a quarter of a million audience members and film fans.

THE TRUSTEE ROLE:

Purpose

Charity trustees are the people who serve on the governing body of a charity. They may be known as trustees, directors, board members, governors or committee members. Trustees have and must accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up. The Board of Trustees operates a sub-committee system whereby each member of the Board leads on an area of operation with support from other nominated Trustees. This system does not absolve any member of the Board of Trustees of their legal duties and responsibilities. Currently these sub-committees are:

- Finance, Audit and Governance
- Strategic Development
- Fundraising & Sponsorship
- Industry, Partnerships & Technology
- Regions & Membership
- Marketing & Communications
- Education & Culture
- HR

The Board of Trustees meet on a quarterly basis. It is also expected that Board members attend the annual Community Cinema Conference and AGM.

TRUSTEES AND THEIR RESPONSIBILITIES

Main Responsibilities

Compliance - Trustees must:

- Ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law.
- Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.

- Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity.
- Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

Duty of prudence - Trustees must:

- Ensure that the charity is and will remain solvent.
- Use charitable funds and assets reasonably, and only in furtherance of the charity's objects.
- Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk.
- Take special care when investing the funds of the charity, or borrowing funds for the charity to use.

Duty of care - Trustees must:

- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure the effective & efficient administration of the charity's affairs.
- Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.

- see more at: <http://www.charitycommission.gov.uk/detailed-guidance/trustees-staff-and-volunteers/the-essential-trustee-what-you-need-to-know-cc3/#b2>

Additional Responsibilities

- To contribute actively to the Board of Trustees' role in giving strategic direction to the organisation, setting overall policy, defining goals, setting targets & evaluating performance against agreed targets.
- To declare any conflict of interest while carrying out the duties of a Trustee.
- To be collectively responsible for the actions of the organisation and other Trustees.
- To attend meetings & read relevant papers in advance of those meetings.
- To take part in discussions as a member of sub-committees or working groups when appropriate.
- To attend sub-committee meetings & participate in other tasks as they arise.
- To keep informed about the activities of the organisation.
- To actively support the fundraising aims of the organisation.
- To represent the organisation at appropriate events, meetings & functions.
- To act as a spokesperson and advocate for the organisation where appropriate.
- To provide support when required to executive staff team.
- To sit on recruitment panels as required.

Candidates must have not been disqualified from acting as trustees, and candidates will be asked to confirm in writing - see more at: <http://www.charitycommission.gov.uk/detailed-guidance/trustees-staff-and-volunteers/finding-new-trustees-cc30/#sthash.WrhWiDJx.dpuf>

Candidates are asked to consider and declare any existing or potential conflicts of interest - see more at: <http://www.charitycommission.gov.uk/detailed-guidance/trustees-staff-and-volunteers/finding-new-trustees-cc30/#sthash.WrhWiDJx.dpuf>

Salary: **Voluntary position.** Reasonable expenses will be paid in the conduct of this role.

Hours of work: Four quarterly Board meetings per year: one held in London, three at our National Office in Sheffield. Attendance at the Annual General Meeting and Community Cinema Conference weekend in London each year.

Additional sub-committee work may take up 2/3 hours per week depending on activity undertaken and time of year.

Equal Opportunities Policy

Cinema For All is an equal opportunities employer. We welcome and encourage applications from candidates from diverse backgrounds; the BAME community, people who identify as LGBTQI+, and people with a disability.