

CINEMA FOR ALL BOARD OF TRUSTEES ROLE DESCRIPTION



ABOUT US

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 filmmakers **Ken Loach** and **Mark Herbert** and film broadcaster, journalist and archivist **Danny Leigh**.

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 to tailored coaching and training. 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 1,300 community cinemas, both in urban and rural areas and through them reach over a half a million audience members and film fans.

ROLE DESCRIPTION

Salary: **voluntary position**. Reasonable expenses will be paid in the 1 attendance at the Annual General Meeting and Community Cinema Conference weekend each year.

Additional sub-committee work may take as little as up to 1 hour per month to 3-4 hours per month depending on activity undertaken and time of year. Examples of activities with which you might be involved:

- Reviewing a new project idea to ensure it fits our strategic objectives and how well it would work for the community cinema sector.
- Visiting a member organisation to show support and gather feedback on Cinema For All services.
- Help inform policy in key areas.
- Writing copy about our membership for the annual report.

Skills and experience

We are primarily looking for trustees with a passion for community cinema and experience within the sector. However, experience in the following areas, though not essential, is desirable:

- Business growth/ entrepreneurship
- Strategic planning and leadership
- Fundraising/ sponsorship/ income generation
- Corporate/ financial including treasurer roles/ human resources management

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.

As mentioned, the Board of Trustees meet on a quarterly basis. It is also expected that Board members attend the annual Community Cinema Conference, Film Society of the Year Awards 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>

Nomination process:

Cinema For All values diversity, promotes equality and challenges discrimination. We encourage and welcome nominations for people of all backgrounds, in order to better represent the diversity of the community cinema sector. We particularly welcome nominations for candidates who are Black or a person of colour, as well as those who may have a disability/ disabilities or people who identify as LGBTQIA+.

To apply, please fill in the Trustee Nomination form and return to Jaq Chell on jaq@cinemaforall.org.uk by 7th June 2022. You will need your organisation to propose your nomination, as well as a seconder, who may also be from your organisation, or another fully paid up Member group of Cinema For All. The election itself will take place on 23rd July 2022 at 11am.

For an informal discussion please contact Andrew Ormston, Chair of Board of Trustees, at chair@cinemaforall.org.uk

Equal Opportunities Policy

Cinema For All strives to be an equal opportunities employer. Its aim is to ensure that individuals are recruited, promoted and treated on the basis of their relevant merits and abilities. In particular it wishes to ensure that no member of staff or job applicant receives less favourable treatment on the grounds of gender, gender identity, marital status, colour, race, nationality or ethnic origin, disability, age, sexual orientation, religious or political belief, trade union activity, physical appearance or HIV-status, provided always that they have the necessary attributes to do the job in question.

Data Protection

Cinema For All takes the protection of your personal data very seriously. We will only ask for data necessary to process your nomination and only use it to do so. Personal data will be retained as long as needed in line with our Retention Policy and Procedure. If successful your data will be kept in accordance with this and other data protection policies and procedures. You can find out more [here](#). or by contacting info@cinemaforall.org.uk Your personal data will also be managed in line with our Recruitment and Selection Procedure.