

Guelph Film Festival

Call For Board Of Directors



The Guelph Film Festival (GFF) is accepting expressions of interest for its Board of Directors. Joining the GFF Board of Directors is one of many ways to support the Guelph Film Festival. This document was created to help you decide if and how you would like to be involved with the GFF.

About the Guelph Film Festival:

The GFF's mission: To inspire community engagement and an appreciation for the arts by connecting people through stories of global reach and local relevance.

Priority issues: Social justice, the environment, community building

The GFF's work:

- Advance the public's appreciation of the arts through a multi-day film festival in Guelph, ON
- Aims to share a proliferation of voices, particularly those from marginalized communities
- Looks to support local talent

Ways to get involved and support GFF's work:

- become a [member!](#)
- sign-up for the GFF's email list on the GFF website: www.guelphfilmfestival.ca
- visit the GFF website to learn more and share what you learn with others
- attend GFF events, including the Annual General Meeting
- use your influence to champion the GFF's work in the community
- partner with the GFF on events or projects
- share resources and opportunities that will support the GFF's work
- join a committee (e.g. community engagement committee, programming committee, finance & fundraising, etc.)
- submit your work to be considered for festival programming

To learn more about the GFF Board of Directors, please read the below expression of interest.

The expression of interest:

- shares information with you about the Board
- asks questions about how and why you would like to be involved
- helps us learn more about you.

Deadline to express interest: End of day May 22, 2024



Email: info@guelphfilmfestival.ca

Address: 10C Shared Space, 42 Carden Street, Guelph ON, N1H 3A2

Website: www.guelphfilmfestival.ca

Please review and complete this expression of interest if you are interested in being a member of the Guelph Film Festival Board of Directors. If you would like support to review or fill out this expression of interest, or require an alternative submission format, please contact Jennifer McCready by email at: chair@guelphfilmfestival.ca.

Purpose of the GFF Board of Directors:

The purpose of the GFF Board of Directors is to:

- determine the overall strategic direction of the GFF
- share expertise on governance, finance, outreach, fundraising and community engagement
- provide connections in the community and assist in developing community partnerships
- work collaboratively towards social justice, environmental justice and community building
- advance the public's appreciation of the arts through a multi-day film festival in Guelph, ON
- hold fiduciary responsibility for the GFF corporation
- share responsibility for fundraising
- manage contract and volunteer "staff" members

Role of GFF Board Members:

Board members are expected to bring diverse perspectives that are critical to:

- understanding social justice, the environment and community building
- identifying opportunities and actions to achieve the mission of the GFF
- informing a vision for change (e.g. informing the strategic plan)

Board members are encouraged to be:

- people in the community who are passionate about documentary films and the GFF's mission
- people who can use their influence to leverage the GFF's work
- people who represent a wide variety of lived experiences and perspectives that enrich board conversations
- people who can use their expertise from previous work or volunteer experience to the board
- people who have access to resources that can support the GFF (resources may include experience, expertise, ideas, networks and connections)

Board members are expected to be active participants who:

- attend meetings regularly and take on small assignments in each meeting
- review any materials in advance
- come prepared to participate and contribute to discussions and take on some small tasks between meetings
- contribute financially, either through fundraising or personal donations, to the festival.
- bring creativity, and unique perspectives that challenge the board to grow and be relevant to community realities



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Time commitment:

A board member is elected for a **three year term** or if appointed, until the following Annual General Meeting. The Board of Directors usually meets monthly, with an additional full-day meeting on strategy once per year. Meetings are approximately 2 hours long. Each Board member is also expected to sit on at least one committee. Each committee has a different time commitment. You should expect to spend approximately an **average of 4-8 hours per month** dedicated to the Film Festival. The board determines whether the meetings will be in person or online.

Please fill in your contact information & answer the below questions:

First name(s):	Last name(s):
Gender pronouns (e.g. they, she, he):	
Email address:	Phone number:

GFF membership make-up:

The Guelph Film Festival is committed to reflecting the diversity of the community we serve. We take responsibility to encourage applications from those who identify as women, transgender, Two-Spirit, non-binary, Black, Indigenous, racialized, disabled, and/or from other marginalized communities. GFF also encourages those early in their careers to apply. Preference will be given to candidates that will enhance the diversity, depth, and competencies of our board.

The GFF Board of Directors has a maximum of 7 members representing different sectors and experiences, including the following categories:

- **Decision Makers** – Leaders who have a great deal of experience with organizational or board governance either through their employment or volunteer roles.
- **Community Champions** - Members of the community who are well connected to organizations and individuals working on social justice, the environment or community building.
- **Organizational Champions**- Individuals who have experience with legal, financial or marketing for a non profit or charitable organization.
- **Film Experts** – Individuals who have direct experience with making documentary films or have some expertise in the film industry.
- **Community Supporter** - Members of the community who are passionate about the GFF's mission and want to learn how to be a Board member.



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In 2023, we are seeking 3 board members.

Membership questions:

Where do you currently reside?

- Guelph
- Wellington County
- Outside of Wellington County

Are you committed to attending at least some meetings in Guelph and attending numerous events during our festival in November?

Below are the GFF Board member categories. Please enter an X next to the category/ies that you feel apply to you (see category descriptions above).

Membership Categories	Enter an X if applicable to you
Decision Maker	
Community Champion	
Film Expert	
Organizational Champion	
Community Supporter	

To help us reflect our community it is useful for us to know (if you consent to disclose this information which will be kept private) if the applicant identifies as any of the following. Check all that apply.

Community Categories	
LGBTQ2IA+	
Black/Person of Colour	
Deaf and/or Disabled	
Indigenous	
Other (please specify)	

Will you participate in a work capacity?

- No
- Yes – If yes, which organization or agency will you represent?



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5. What social justice or environmental topic would you like to see highlighted in a future festival and why? How do you see this topic relating to our community?
6. Are you willing to commit to the below Board Code of Conduct (see below)
- Yes
 - No

GFF Board Code of Conduct:

This Code of Conduct is intended to provide new members to the Guelph Film Festival board with an understanding of how they are expected to conduct themselves as board members.

The board of directors is committed to teamwork and effective decision-making to further the mission of the Guelph Film Festival. The board of directors welcomes, embraces and respects the diversity of people, identities and cultures. We are committed to fostering an organizational culture of diversity and inclusion as well as addressing racist and oppressive practices, which are systemic, within our organization and our community. We further commit ourselves to participating in the process of truth and reconciliation with indigenous people/nations. Towards these ends we shall commit to conducting ourselves in the following ways.

- 1) Within the Board, individual members shall:
- Conduct themselves with honesty and integrity.
 - On important issues, aim to be balanced in one's effort to understand other board members and to make oneself understood.
 - Seek to balance their contribution as both an advisor and learner.
 - Disclose one's involvement with other organizations, businesses or individuals where such a relationship might be viewed as a conflict of interest.
 - Commit to supporting a board decision, as needed, or ensure that their dissenting view is noted in the minutes.
 - Refrain from trying to influence other board members outside of board meetings which might have the effect of creating factions and limiting free and open discussion.
 - Be open to being a dissenting voice, endeavour to build on other director's ideas, offer alternative points of view as options to be considered and invite others to do so.



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2) Within the Organization and with Staff the board members shall:

- Engage in providing direction to staff members when they have been mandated by the whole board or when their board sanctioned role requires it. (For example: the Finance Committee chair).
- Ensure that contract staff feedback take place with board consent and that those processes are undertaken with integrity and with the intent of better achieving the mission of the organization.

3) With Community/External Stakeholders board members shall:

- Be an advocate for the organization and its mission wherever and whenever the opportunity arises in their own personal and professional networks.
- Endeavour to represent the broader interests of members and external stakeholders.
- Respect the confidentiality of information on sensitive issues, especially personnel matters.
- Not disclose or discuss differences of opinion on the board with those outside of the board. The board should communicate externally with “one voice.”

HOW TO EXPRESS INTEREST:

Please email expressions of interest to chair@guelphfilmfestival.ca.

If you would like support to review or fill out this expression of interest, please contact Jennifer McCready by email at: chair@guelphfilmfestival.ca.



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