

CURRENT:

9. Board of Directors Roles, Duties, and Responsibilities

It is important that Board members understand their fiduciary responsibilities and their corporate liability for the Society. Directors on not-for-profit organizations serve on a voluntary basis in a part-time capacity, often without the benefit of professional (legal and financial) advice. Sometimes important decisions can be made in a limited time frame without a complete understanding of the issues. This policy outlines some of the critical issues regarding liability of CineVic Society of Independent Filmmakers' Board of Directors.

Directors are not allowed to receive CineCredits in exchange for time spent carrying out their duties on the Board of Directors. This is in accordance with the B.C. Gaming Commission standards which states that a Director is too influential and therefore is not to receive remunerations or considerations for work he/she is performing voluntarily.

Board of Director meetings should follow Robert's Rules of Order.

PROPOSED:

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Board of Director meetings are held monthly, and should follow Robert's Rules of Order. Each Director shall prepare and present a written report on their committee's progress

to the Board of Directors at monthly meetings, and prepare and present a written report to society members at the AGM.

The Board of Directors shall be composed of no less than 4 and no more than 9 directors.



CURRENT:

9.1.1 Executive:

(a) President: Elected chief officer of the Society. Chairs all Board of Director meetings. Works closely with the Executive Director with regard to major decisions and actions made on behalf of the Society. Represents the Society to the filmmaking community and community at large. Coordinates a yearly performance review for Executive Director.

(b) Vice-President: Assumes Presidential responsibilities when the President is unavailable.

(c) Secretary: Responsible for the recording and timely distribution of the official Board of Director Meeting minutes and for scheduling and notifying Directors of all Board of Directors meetings.

(d) Treasurer: Monitors and reviews all revenue and expenditures on behalf of the Society.



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(b) Vice-President: Assumes Presidential responsibilities when the President is unavailable. Chairs the Human Resources committee, and acts as the first point of contact for staff and membership human resources concerns. Coordinates a yearly performance review of the Executive Director.

(c) Secretary: Responsible for the recording and timely distribution of the official Board of Director Meeting minutes and for scheduling and notifying Directors of all Board of Directors meetings.

(d) Treasurer: Monitors, reviews, and reports on all revenue and expenditures on behalf of the society. Works with the Executive Director to create the annual budget.



CURRENT:

9.1.2 Directors-at-Large

(a) Production: Responsible for increasing the number and quality of member projects and/or work. Acts as a link between the membership and the Board of Directors regarding member production needs.

(b) Gaming: Acts as representative of the Society to the Gaming Policy and Enforcement Branch of the Provincial Government Ministry of Finance. Attends all required Charitable Gaming Fund and related association meetings. Ensures that all applications and reporting requirements are met within deadlines.

(c) Programming: Responsible for the coordination of regular Society exhibitions and workshops in order to further the Society's mission and mandate. Works closely with office staff, Executive Director, and Communications and Marketing Director on regular and ad hoc events to ensure quality control and good public relations with Society membership and community at large.

(d) Communications and Marketing: Responsible for the effective and efficient running of the Society newsletter, web site, and Communications policies and procedures. Works closely with office staff and Executive Director to ensure quality control and good public relations with Society membership and community at large.

(e) Fundraising: Responsible for coordinating annual and on-going efforts to raise money and/or goods and services for the Society's operation and programming.

PROPOSED TO REMOVE SECTION 9.1.2 FROM BYLAWS, THEN UPDATE AND MOVE TO POLICIES