



Crazy8s Film Society: Board Roles & Responsibilities

Crazy8s Film Society is actively seeking to fill Executive and Member-At-Large positions for its Board of Directors. For consideration, please send your covering letter/expression of interest and CV to: info@crazy8s.film

About Crazy8s Film Society:

Crazy8s is an 8-day short filmmaking challenge and program that provides support and funding to emerging filmmakers to produce a short film, and provides training opportunities to crew and cast. Each year, more than 100 teams apply to be part of Crazy8s.

Crazy8s is run by the Crazy8s Film Society, a registered British Columbia not-for-profit organization. Its mandate is to foster support for emerging BC-based, Canadian short filmmakers who have limited access to resources or funding to produce professional-quality short-form content. Since 1999, Crazy8s has produced 139 short films that have gone on to win awards at film festivals worldwide.

Crazy8s Film Society believes in equality, diversity and community. The program welcomes contributions from all, and is not limited to, people of varied age, culture, ethnicity, gender, gender-identity, language, race, sexual orientation, and religious views.

Crazy8s Film Society Board Recruitment

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BOARD MEMBER

Position: Member of the Board

Responsible to: Board of Directors (President/Chair)

Responsibilities:

- Commits to the mission and work of Crazy8s.
- Serves as knowledge centre in the areas of board governance, the not-for-profit sector, finance, human resources, information technology, advocacy, or fund development.
- Attends scheduled board meetings.
- Supports special events.
- Promotes the organization in the community.
- Makes a financial contribution to the organization within means.

Skills:

- Ability to work as part of a team and interest/experience in volunteering.
- Visionary, with strong communication skills.
- Connected in the community.
- Knowledge of Crazy8s or willingness to learn.
- Knowledge of Not-for-Profit Governance or willingness to learn.

Board Term: One year term. Election/Re-election annually at AGM. Past board members are encouraged to continue to engage with the organization through committee/volunteer work or referrals.

Time Commitment: 3-5 hours per month. Additional time may be required for other volunteer roles taken on during term of Board service.

Evaluation: Self and/or by the Board, annually.

BOARD PRESIDENT/CHAIR

Position: President/Chair

Responsible to: Board of Directors (Membership)

Responsibilities:

- Provides leadership to the Board.
- Liaises with Vice-Chair and Board Executive.
- Consults with the Executive Director on the overall resource plan and strategic and creative direction of the organization.
- Is an active relationship builder.
- Represents the Crazy8s Board at external events.
- Promotes the organization in the community.
- Contributes to evaluation for Board members and the board as a whole.
- Makes a financial contribution to the organization within means.

Leadership Skills & Attributes:

- Visionary, with planning ability.
- Strong communicator and good facilitator.
- Knowledge of Crazy8s.
- Knowledge of Board Governance.
- Networking ability/Connected in community.
- Understands evaluation.
- Ability to conduct a meeting.
- Ability to analyze and take calculated risks.
- Longer-term commitment to the organization.

Board Term: One year term. Election/Re-election annually at AGM. Past board members are encouraged to continue to engage with the organization through committee/volunteer work or referrals.

Time Commitment: 5-15 hours per month. Additional time may be required for other volunteer roles taken on during term of Board service.

Evaluation: Self and/or by the Board, annually.

BOARD VICE-PRESIDENT/VICE-CHAIR

Position: Vice-President/Vice-Chair

Responsible to: Board of Directors (Chair)

Responsibilities:

- Assumes the role of Chair at the completion of the Chair's term, unless another Chair is found/elected.
- Chairs board meetings in the absence of the Chair.
- Assumes other Chair roles/duties if Chair is unavailable/unable.
- Meets regularly with Chair to discuss work of the Board, gaining knowledge to assume the role of Chair should it be required.
- Along with Chair and Executive Director, recruits new members of the Board.
- Promotes the organization in the community.
- Makes a financial contribution to the organization within means.

Leadership Skills & Attributes:

- Visionary, with planning ability.
- Strong communicator and good facilitator.
- Knowledge of Crazy8s.
- Knowledge of Board Governance.
- Networking ability/Connected in community.
- Understands evaluation.
- Ability to conduct a meeting.
- Ability to analyze and take calculated risks.
- Longer-term commitment to the organization.

Board Term: One year term. Election/Re-election annually at AGM. Past board members are encouraged to continue to engage with the organization through committee/volunteer work or referrals.

Time Commitment: 5-10 hours per month. Additional time may be required for other volunteer roles taken on during term of Board service.

Evaluation: Self and/or by the Board, annually.

BOARD TREASURER

Position: Treasurer of the Board

Responsible to: Board of Directors (Chair)

Responsibilities:

- Commits to the mission and work of Crazy8s.
- Acts as a signing officer of the Board, if/as required.
- Helps maintain current and acceptable financial practices in place in the organization.
- Liaises annually with the auditor/accountant to finalize the financial statements of the organization, in partnership with the Executive Director.
- Speaks for the budget in partnership with the Executive Director.
- Makes a financial contribution to the organization within means.

Skills:

- Some knowledge of accounting/bookkeeping practices.
- Strong communicator.
- Knowledge of Crazy8s.
- Knowledge of Board Governance.
- Connected in community, active volunteer.
- Understands evaluation.
- Longer-term commitment to the organization.

Board Term: One year term. Election/Re-election annually at AGM. Past board members are encouraged to continue to engage with the organization through committee/volunteer work or referrals.

Time Commitment: 3-5 hours per month. Additional time may be required for other volunteer roles taken on during term of Board service.

Evaluation: Self and/or by the Board, annually.

BOARD SECRETARY

Position: Secretary of the Board

Responsible to: Board of Directors (Chair)

Responsibilities:

- Commits to the mission and work of Crazy8s.
- Keeps copies of Ruby Slippers' bylaws and policy statements.
- Keeps record of Board attendance.
- Records minutes of meeting.
- Ensures copies of minutes of both Board and Committee meetings are kept.
- Ensures minutes of meeting are distributed promptly after meetings.
- Makes a financial contribution to the organization within means.

Skills:

- Ability to synthesize and determine focus.
- Strong communicator.
- Knowledge of Crazy8s.
- Knowledge of Board Governance.
- Connected in community, active volunteer.
- Understands evaluation.
- Longer-term commitment to the organization.

Board Term: One year term. Election/Re-election annually at AGM. Past board members are encouraged to continue to engage with the organization through committee/volunteer work or referrals.

Time Commitment: 3-5 hours per month. Additional time may be required for other volunteer roles taken on during term of Board service.

Evaluation: Self and/or by the Board, annually.