



RESPONSIBILITIES OF THE BOARD:

Governance

- Providing governance by establishing broad policies and objectives;
- Creating and following an organizational strategic plan in order to guide the organization's growth and development

Fundraising and Finance

- Ensuring the availability of adequate financial resources through sound management and robust fundraising;
- Approving annual budgets;
- Approve annual audit

Representation and Accountability

- Being accountable to stakeholders for the organization's performance;
- Representing the organization at events and meetings as needed;
- Attending key events, especially the annual film festival

Human Resources

- Selecting, appointing, supporting and reviewing the performance of the Executive Director;
- Setting the salaries and compensation of organization's management;

All Directors are expected to:

- Commit to a three year term
- Be present at board meetings, which take place monthly for 2 hours in Regent Park
- Participate as a member or chair of one committee, which on average meet for 2 hours every 1-3 months, depending on what committee it is. Our committees are: Programming Committee, Finance Committee, Fundraising Committee, Education Committee, Communication Committee and HR Committee
- Support any fund-raising efforts to the best of their abilities and in accordance to the resources/networks they feel comfortable leveraging
- Support any programming or outreach efforts to the best of their abilities and in accordance to the resources/networks they feel comfortable leveraging
- Ask difficult questions and request adequate information so they feel confident in their knowledge on the organization and the decisions they are making and supporting as the Board

BOARD ROLES

Chair

- Guides the Board of Directors in meeting their responsibilities, and the organization in abiding by its bylaws and staying on track to meet its strategic goals.

Vice-Chair

- Provides support to the Chair of the Board by representing the festival at events, and providing support or guidance as necessary. The Vice-Chair also functions as the staff liaison and has, historically, helped in fostering community relationships in Regent Park, being an ambassador for RPPF.

Treasurer

- Ensures that the organization's finances are managed well by examining financial reports on a regular basis, and holding the Executive Director and Bookkeeper accountable for their work.

Secretary

- Maintains an accurate record of all board meeting minutes, creates meeting agendas, and announces meetings