



Call for Applications: Board Directors and Committee Members

As part of our commitment to anti-oppression values and advancing equity and inclusion in the Canadian media industry and arts community, this position prioritizes Regent Park residents and applicants who identify as Black, Indigenous, a Person of Color, queer, trans, non-binary, a woman, a person with a disability or a combination of these identities. We encourage you to self-identify in your application.

Regent Park Film Festival

Regent Park Film Festival (RPFF) is a non-profit cultural and educational media arts organization. It's Toronto's longest-running, free community film festival, and the sole community film festival in Canada's largest and oldest public housing neighbourhood.

The key communities we serve are Black, Indigenous and People of Colour (BIPOC) communities, people with low-income, people who live in public housing, and Regent Park residents. We connect diverse audiences to representative films that can change the way they see themselves and their community members. In addition to our annual film festival and our outdoor summer screening series, we offer year-round community screenings, panel discussions, filmmaking workshops, industry internships, and our annual School Programs all at no cost to attendees or participants.

Since its inception in 2003, it has been vital to RPFF's mission to offer programming that is free and accessible to everyone, regardless of financial or social status.

Board of Directors

RPFF's Board provides strategic and financial oversight, and is responsible for:

- participating in the development of RPFF's strategic and operational plan
- hiring and evaluating the performance of the Executive Director
- ensuring strong financial management and approving RPFF's annual budget
- overseeing and reviewing RPFF's governance such as Board by-laws and policies
- championing the organization's mission, mandate, and programs
- supporting ongoing equity assessment and related plans to ensure RPFF is equitably serving the *Communities We Serve*
- attending monthly Board meetings and contribute to decision making related to governance of RPFF



Call for Applications: Board Directors and Committee Members

- serving on one or more board committees (programming, marketing, internal systems, fundraising, strategic planning) to support and participate in RPF's administration, programming and initiatives
- identifying resources to support the organization's mandate and mission
- maintaining confidentiality about internal matters of the organization

Qualities we are looking for in Board Members:

- passion and commitment in supporting RPF's vision, mission and strategic goals
- readiness to contribute personal expertise, skills and insight
- openness to collaborate with board, staff, volunteers and community members
- passion for storytelling as a way for connecting communities and bringing about transformation and change
- willingness to act as an ambassador for the organization within your networks

Term and Time Commitment

- 3-year term
- Monthly Board meetings held on a weekday evening (90-120 mins)
- Board members are expected to serve on one or more Board committees
- Workload varies with each Board role, priorities and events (avg 7-10 hrs/mth)

Application Process

To apply, please send a letter to Erin Cox, ecox@uwgt.org introducing yourself and explaining your interest. Please include in the subject line: **ATTN: RPF Board**

We encourage applicants who reflect the diversity of our city in terms of race, religion, age, gender, sexual orientation, family/marital status, disability, socio-economic background, and ethnicity. If you fall into one or more of these groups, we welcome you to self-identify.

We welcome and appreciate all applications. If you have any questions before applying, feel free to email via the address above to set up a phone call with us.

Only applicants selected for an interview will be contacted. Thank you!

INTERNAL SYSTEMS COMMITTEE

Focus & Goals

- Ensure that the policies and protocols align with strategic plan and organizational values
- Review policies and priorities for Staff: living wage, benefits, vacation time, work/life balance
- Ensure that policies and practices are up to date with requirements of the Employment Standards Act; liaising with counsel and legal professionals when necessary
- Ensure that Staff are familiar with and have clear understanding of how policies apply to them
- Build up Board and Staff connections

Ideal Skills

- Experience with Human Resources, Board by-laws, employment law, and/or operational policies
- Being able to grasp big-picture strategies while being just as equally detail-oriented
- Exceptional communication skills

PROGRAMMING COMMITTEE

Focus & Goals

- support RPFf programming staff and ensure programming is aligned with current strategic plan (including our Annual Film Festival, our summer film series *Under the Stars*, year-round screenings, our annual School Program, workshops and industry events)
- Build opportunities for programming sponsorships, partnerships and community connections
- Ensure that Staff are familiar with and have clear understanding of how policies apply to them
- Provide assistance or guidance when staff are faced with operational challenges
- Support the professional development of the programming staff

Ideal Skills

- Experience in festival programming or in the film, television or media industry
- Community engagement, outreach, or event coordination
- Staff training or development experience
- Sponsorship or business development
- Not-for-profit administration

MARKETING & OUTREACH COMMITTEE

Focus & Goals

- Support RPFf marketing staff
- Answer questions and decisions related to marketing
- Network and promote RPFf
- Support outreach and promotion

Ideal Skills

- Advertising or marketing experience and/or network
- Project management experience

FUNDRAISING COMMITTEE

Focus & Goals

- Provide support and strategic insight to establish a fundraising plan, and direct and oversee fundraising activities
- Prioritize key initiatives to ensure the financial sustainability and stability of the organization by increasing fundraising revenue
- Participate in the development and implementation of the fundraising committee work plan
- Identifying resources to support the committee and organization's mandate and goals
- Following up with contributors and ensuring proper acknowledgement of donations

Ideal Skills

- Experience in fundraising and comfort in reaching out to network for donations and support
- Creative with a passion for storytelling as a way for connecting communities and bringing about transformation and change
- Strong verbal and written communication skills
- Outgoing, adaptable and flexible with a "go-getter" attitude
- Time and energy to contribute as a member and volunteer to the Fundraising Committee and related tasks, events and activities