



## Leadership Roles 2024

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## **Guidelines for All Officers/Leadership Team Members**

All Members of the Leadership Team should:

- Support the aims of In The Frame
- Abide by In The Frame Equal Opportunities statement
- Have leadership skills
- Show a willingness and desire to help others
- Encourage discussions
- Speak up when there is an issue or see that something is wrong
- Have relevant experience to their role
- Contain a knowledge or willingness to learn as many aspects of filmmaking as possible
- Put in time and physical administrative effort required by their elected role

All Members of the Leadership Team should NOT be:

- Someone who wants to hold a title but not the responsibility
- Resistant to new ideas or ideas that are not their own
- Bias or stubborn

## **Process of Annual General Meeting Election for Officers & Committee Members**

Officers, otherwise known as Leadership Team Members, and committee members will be elected at the Annual General Meeting. Members who would like to run for a role will be asked to register themselves with the secretary to be considered a candidate.

At the AGM, members will hear from each candidate on why they would like to hold this role and what they would bring to the role. Presentations and examples of work are welcomed but not necessary. Each candidate will get 3 minutes to talk and make their case with a 2 minute Q&A from members.

Candidates who are unable to attend the AGM must record a video prior to the meeting for the voting members to watch and consider in place of them being there. Members will then vote on who they want elected to office by writing down their desired candidate for each role on a ballot. Should there be only one candidate for a position, members will simply need to raise their hands if they show support for that candidate. A majority of hands raised will confirm the candidate. Ballots will be counted by the current President and Vice President or trusted member should a VP not be available. The candidate with the most votes is elected to serve in that role for the designated time as noted in the next section.

## **Length of term for each role**

Each role will have a specific length of time that members can hold that position before needing to be elected again by the members.

The term limit for each position is as follows:

- President - 2 years
- Vice President - 2 years
- Secretary - 1 year
- Social Chair - 1 year
- Treasurer - 1 year
- Media Committee Member - 1 year
- Brand Ambassador - 1 year
- Technical Committee Member - 1 year

After an election there will be a 2 week transition period where the previous Leadership team will transition to the newly elected Leadership Team. For the President role, this transition period will be 1 month.

There is no limit to the number of consecutive years that any position can be held.

## **Leadership Team Meetings & Communications**

There will be a designated ITF Leadership Chat for Officers and Committee members to chat with each other throughout the week and in between meetings. The platform where this chat will be (i.e Facebook, WhatsApp, etc) will be decided by each Leadership Team at the AGM. The Leadership Team will meet as necessary and not less than six times a year online and at least once in person. Leadership meetings are to be attended by officers and members only.

Leadership meetings may be called by the President or Secretary. Leadership members must receive notice of any non-recurring meetings at least 3 days before the meeting. The quorum for Leadership meetings is three Leadership members.

Frequency of meetings and in what format will be discussed at the first Leadership meeting after the AGM.

Items discussed at Leadership Meetings include but are not limited to:

- Agreeing on what the next month of meetings will consist of
- Upcoming Social Media Posts or Campaigns
- Determining what goes into monthly email newsletter
- Deciding what challenge to do next and prizes for winners
- Discussing any updates or concerns about the collective

The Secretary will on behalf of the President ask the Leadership Team what items they would like to discuss at the upcoming meeting and create an agenda based on what needs to be discussed. The Agenda will be shared with everyone no later than 2 hours before the meeting.

The Secretary will take meeting minutes for all Leadership Meetings and store these minutes on the ITF Google Drive which will be made available to all Leadership and Committee members so everyone has a record of what was discussed.

## Time Commitment

Those who take on an Officer or Committee Member role will need to complete their designated tasks outside of the regular ITF General Meeting time and therefore have a bigger time commitment than an ordinary member of the collective.

This time commitment will vary from role to role and everyone is encouraged to keep track of their time spent performing their duties so we can track how long it's taking us to complete things for future reference.

### President Role

#### Responsibilities

- Serve as the official representative of ITF
- Supervise and coordinate the activities of the collective
- Prepares agenda for AGM and Leadership Meetings
- Leads ITF General Meetings, AGM, and events
- Responsible for raising Funding for the collective
- Signs off on all ITF Promotional content including but not limited to, social media posts, email newsletters and website content
- Ensure that all leadership and committee members are performing their duties as defined
- Takes on other officer responsibilities if no officer is appointed

#### Preferred Skills:

- Knowledge of the entire filmmaking process
- Marketing and branding experience
- Strong communication skills
- IT Experience - web design, event registrations, creative softwares
- Time management
- Strong public speaking skills
- A strong business acumen

### Vice President Role

#### Responsibilities

- Book and source venues for all meetings & events
- Responsible for keeping records of all members
- Assists the secretary with any outward and mass communications
- Monitor and responds to the [intheframene@gmail.com](mailto:intheframene@gmail.com) inbox
- Takes on Presidents' responsibilities if and when required

#### Preferred Skills:

- Strong writing and communication skills
- Comfortable with public speaking
- Time management skills

#### Secretary Role

##### **Responsibilities**

- Takes AGM and Leadership Team meeting minutes
- Distributes meeting minutes and other paperwork such as volunteer contracts to members
- Provides copy and updates for In The Frame website
- Assists Vice President in responding to the intheframene@gmail.com inbox
- In charge of outward and mass communications

##### **Preferred Skills:**

- Strong writing and communication skills
- Ability to listen and take notes

#### Social Chair Role

##### **Responsibilities**

- Writes social media posts notifying community of Upcoming Meetings, Events & Production Updates across Facebook & Instagram
  - Minimum is 1 post per week across all channels
  - Reminder post at least 2 days before the next event
  - Sharing on relevant industry and community content
- Updates In The Frame website with relevant information
- Creates graphics for social media posts
  - Brand guidelines will be provided
- Oversees Media Committee Member

##### **Preferred Skills:**

- Photography & Video Skills
- Graphic Design skills
- Knowledge of using social media sites
- Knows how to update a website (or willingness to learn)

#### Treasurer Role

##### **Responsibilities**

- Monitors the day-to-day financial operations within the collective

##### **Preferred Skills:**

- Budget and Finance experience

Media Committee  
Member Role

**Responsibilities**

- Takes pictures and videos during In The Frame meetings and events
- Edits pictures and videos to be used by Social Chair on social media
- Assists in creating graphics for social media posts
- Manages the social media schedule and assists Social Chair in posting online content

**Preferred Skills:**

- Photography & Video Skills
- Graphic Design skills (or willingness to learn graphic design)
- Knowledge of using social media sites

Brand  
Ambassador Role

**Responsibilities**

- Gives a helping hand to the Leadership Team or Committee Member wherever needed and has the capability to do
- In charge of setting out ITF business cards / flyers / stickers at meetings
- Assists Social Chair in sharing and commenting on related content in the tone and style of ITF throughout the week
- Responsible for distribution of the event posters.

**Preferred Skills:**

- Ability to communicate and engage with a range of members
- Public speaking desirable
- Graphic Design skills (or willingness to learn graphic design)
- Knowledge of using social media sites

Technical  
Committee  
Member

**Responsibilities**

- Responsible for setting up and operating presentations at meetings and events
- Responsible for running of the technical gear required at events
- Assists in creation of event presentations

**Preferred Skills:**

- Technical gear understanding
- Computer competency

- END -