

**The Olympia Film Society Board of Directors**  
Board Election Application Packet

**Thank you for your interest in running for the Board of Directors at the Olympia Film Society!**

Please answer the questions below and submit them by email to [elaine@olympiafilmsociety.org](mailto:elaine@olympiafilmsociety.org). You may also mail the application to: **Olympia Film Society, Att: Elaine Vradenburgh, 416 Washington Street SE, suite 208, Olympia, WA 98501**. Incomplete or improperly completed applications will be disqualified. Only current OFS members may run.

**Applications are due no later than 5pm on Friday, May 1<sup>st</sup>**. Election results will be announced at the annual membership meeting on Saturday, May 30<sup>th</sup>. If you have any questions, please contact Elaine Vradenburgh, OFS Board Coordinator, at [elaine@olympiafilmsociety.org](mailto:elaine@olympiafilmsociety.org) or at 754-6670.

**Candidate Data**

*The following public information will be posted in the Capitol Theater and on the OFS website.*

Name:  
City:  
Vocation:

*The following private information will remain confidential.*

Phone:  
Address:  
Email:

**Questions**

*Please answer the following four questions, using approximately 50 to 100 words for each answer. Your answers will be posted in the Capitol Theater and on the OFS website.*

1. What experience do you have managing non-profit organizations or other businesses? What resources or experience will you bring in terms of fund-raising, development and/or marketing? Please be specific.
2. Describe your involvement with OFS up to this point, and why you got involved.
3. As a Director, you'll be responsible for leading one of the committees that keep OFS running. Which committee(s) are you most interested in leading and what qualifications do you bring?
4. What is one thing you would really like to see happen within OFS? How would you involve yourself to make this a reality?

**Personal Statement**

*Please provide a personal statement of up to 200 words. A photo of yourself—preferably digital—is a welcome option. Statement and photo will be posted in the Capitol Theater and on the OFS website.*

**Olympia Film Society**  
Board of Directors Job Description

Board members are elected by the membership for a two-year term. Candidates should expect to attend monthly Board meetings (the 1<sup>st</sup> Wednesday of the month at 5:30) and at least one committee meeting per month. Board members spend approximately 4 hours per week on Board related activities.

**Function of the Board**

The Board is responsible for the oversight of all OFS operations. From Article 4, Section 2 of the Bylaws, it is the Board's responsibility to:

- Establish financial policy, including setting expenditure levels, ticket prices, and volunteer compensation, overseeing fundraising, and monitoring budgets; ensuring the fiscal health of the organization
- Establish program direction, including authorizing new projects and setting the level, kind, and frequency of activities;
- Oversee management of personnel, including hiring and firing of staff, setting pay levels, and authorizing cooperative work agreements;
- Establish future plans, including setting goals, designing strategies, monitoring progress, and evaluating results;
- Solicit input from the membership and report to the membership on the state of the Society;
- Represent the Society to the community, including setting publicity standards and communication with the media about policy and planning, and
- Recruit and orient new Board members as needed, and assess Board performance.

In order to satisfy these responsibilities, we will enumerate below the various desired skills and leadership duties for Board members.

**Desired Skills**

- Familiarity with the Film Society's goals and mission
- Ability and willingness to participate in fundraising activities, including direct mail, face-to-face asks, sponsorships, and grant writing
- Ability and willingness to make a personal annual contribution(s) within one's means to the organization
- Background in or experience with fundraising, managing budgets, community outreach, and/or marketing
- Comfort with Board-level policy setting, including creation, decision, and implementation of proposals; personnel decisions; and a desire to actively participate in this process
- Ability to attend meetings: one monthly board meeting and 1-2 committee meetings per month
- Ability to effectively chair a committee, including creating agendas and facilitating meetings; participating in and monitoring committee work; producing monthly reports; and communicating with Staff Collective and OFS members about committee activities
- Ability to solicit and receive feedback about personal performance and ability to work effectively as part of the Board team
- Willingness and ability to effectively communicate with Staff and other Board members outside the context of meetings, including promptly replying to email and phone messages
- Familiarity with and respect for the consensus process and collectively run organizations

**Leadership Duties**

- Shepherding the organization's mission and goals
- Participating in and monitoring committee and task force work as an integral part of ensuring the success of the organization

- Developing and managing the financial health of OFS through fundraising, grant writing, and financial oversight
- Representing OFS to the larger community, including other community organizations, the media, and to our membership at OFS events
- Enhancing OFS' relationship with the South Puget Sound Community, including recruiting new Board members
- Supporting the Staff in their efforts to successfully fulfill the duties of their job descriptions and to work effectively as a collective
- Supporting and participating in OFS events
- Responding to the concerns of the membership and encouraging active member participation