



Board Trustee Pack 2024

Welcome from the Board of Trustees

Dear Applicant

Thank you for taking the time to consider the vital role of Trustee of Glasgow Film.

Glasgow Film is a success story with Glasgow Film Theatre one of the busiest cultural cinemas in the UK; Glasgow Film Festival is now one of the two leading UK film festivals; Film Hub Scotland supports the development of cinema across the whole country; our year-round programme of Screen industry events helps to fuel the screen sector and economy; we embed equity, diversity and inclusion across all aspects of delivery and programming and; we deliver an established programme for children and young people and an award-winning programme of outreach and engagement that enriches the lives of many.

Vision Statement

Our vision for Glasgow Film is an inclusive, collaborative space where audiences and communities can nurture their passion for cinema and film and be empowered through participation in our programmes. Everyone is welcome and everyone is included. This is 'Cinema For All'.

Mission Statement

Glasgow Film's charitable mission is to provide 'Cinema For All'. We exist to celebrate the magic of film and nurture excellent independent cinema from across the globe.

To do this we provide high-quality programmes of curated screenings, events and industry opportunities; we empower our communities to participate through education and outreach initiatives; and we develop sector leading equalities initiatives to ensure cinema is accessible, safe and welcoming for the widest possible audience.



Our Values

Community

This means that we will value, nurture and grow the Glasgow Film community of film fans, staff, supporters, industry and young people. We will have a positive impact in our community and build meaningful relationships with local people and local organisations as well as national and international networks. We will prioritise equality of access and work to tackle the consequences of systemic racism and inequalities that negatively impact the screen sector and fair access to the arts and culture.

Authenticity

This means we are genuine, honest and transparent with our audiences, our stakeholders and with each other as colleagues. We will behave ethically, with purpose, mindfulness and integrity in our everyday activities. We will celebrate our important history and strong identity. We know who we are, and our mission and purpose is clear.

Sustainability

This means we will future proof Glasgow Film for future generations through strong governance, expanding the diversity of our communities and reducing our carbon impact. We will continue to learn how to work more sustainably and imbed good environmental practices across all areas of our organisation.

We hope that this important but demanding role appeals to you and look forward to receiving your application to become a Trustee of Glasgow Film.

Yours sincerely,
The Board of Trustees



The Opportunity

Glasgow Film is looking for new Trustees to support the Executive and Board at this pivotal moment for Glasgow Film. Glasgow Film is also gearing up to launch a major capital fundraising campaign.

Trustees

We are seeking trustees with the requisite experience in high level advocacy and influencing, the contacts and networks to help Glasgow Film secure and grow investment from major public stakeholders and new private supporters. The trustees will help guide and support the Executive and Board through what will be a fast paced and challenging 3-5 year period with a specific focus on financial sustainability and capital development. We are looking for people who bring a diverse range of experiences and ideas to the organisation and who are strategic thinkers. We are interested in hearing from anyone who is drawn to these roles, and is passionate about securing the future of Glasgow Film for future generations.

We have also identified the following areas as gaps in our current shared skill set:

- **Philanthropy and Corporate Sponsorship:** You will have the opportunity to support the development of our fundraising efforts specifically in this area either through high level professional experience in a relevant role and/or personal networks
- **Capital Development/Sustainable Buildings:** You will have the opportunity to support our planned capital development of C1 and C2 and Net Zero Building strategy
- **HR and People:** You will have the opportunity to help ensure that Glasgow Film is a brilliant employer and that imbeds the principles of Fair Work for all employees



All trustees will act as champions of Glasgow Film, helping us to extend our networks and relationships, contribute at a strategic level to business planning but most importantly help ensure that we continue to drive forward our mission of 'Cinema For All' making significant progress in our commitments to equity, diversity and inclusion.

Time commitment: Four Board meetings per year. Beyond attending meetings, we expect a high level of engagement and contribution to address our strategic challenges.

The initial term of office is from August 2024 to August 2027. Board members may then agree to serve a second three-year term.

Remuneration: This role of Trustee is voluntary. However, to mitigate potential barriers, any relevant expenses (for example childcare costs or BSL) will be covered.



Application Process:

Stage 1 - Formal application

Please send with a one-page written statement that simply and clearly outlines your reasons for applying and a copy of your current CV (if you have one) to Caroline.Rice@GlasgowFilm.org. Please also complete the Equal Opportunities monitoring form [here](#)

Deadline for applications is end of day Friday 26 July.

Stage 2 – Shortlisting

Applications will be reviewed and shortlisted by the Board Development Committee and Allison Gardner (Chief Executive Officer). Shortlisted candidates will be invited to attend an informal interview (either in person or online depending on circumstances.) This is a chance for both parties to ask questions.

Stage 3: Observation and Appointment

Successful candidates will then be invited to observe a board meeting before being formally appointed to the board at the following meeting.

Training and Support:

You do not need to have previous Board experience or fully understand charitable law, regulations and your specific legal responsibilities. You will be supported by the Executive through an induction, you will be ‘buddied’ with another Board member and you will be given the opportunity to join staff meetings where possible to get to know the team and organisation. We will also actively seek training opportunities for board members through bodies like SCVO (Scottish Council for Voluntary Organisations) to help you build your skills and confidence as a board member.



About Glasgow Film

GFT has been leading the way in specialised cinema for over 50 years. Our three screens show 100% specialised titles, first run world and independent cinema, artists' experimental work, issue-based programmes, thematic seasons, repertory programmes, Scottish produced work, festivals, and a programme of event cinema and live broadcast.

We provide an independent film programme for diverse audiences, including specific family, youth and equalities focused initiatives. GFT opened as a single screen cinema over 50 years ago and has now become Scotland's best attended independent cinema as well as a leading film education charity.

Glasgow Film is:

[GFT](#) (Glasgow Film Theatre), Glasgow's year-round centre for film-lovers.

[Glasgow Film Festival](#) (GFF) the launching pad for the best of international and Scottish cinema and the UK's second largest film festival.

[Glasgow Youth Film Festival](#) (GYFF) one of the most innovative youth film festivals in Europe.

Learning and Youth Opportunities providing children, young people and teachers with the tools and opportunities to get involved in Glasgow's film culture.

[Community Engagement and Equalities](#) providing an independent film programme for diverse audiences.

[Film Hub Scotland](#), supporting a network of over 254 film exhibitors serving Scotland's diverse population.

Glasgow Film has a proud history of diverse programming, community driven partnerships and developing sector leading equalities initiatives. We believe that everyone has the right to freely participate in the cultural life of the community and to enjoy the arts and its benefits. Read more about our Community Engagement initiatives, accessible screenings and our new Anti-Racism and Equalities pledge here. Information on venue accessibility can be found [here](#) and ticket offers [here](#).

Glasgow Film is committed to the [Scottish Governments Fair and Inclusive Workplaces Policy](#) and advancing the Fair Work First criteria, including paying the real Living Wage and ensuring Effective Voice conditions

Glasgow Film Theatre Limited is a company limited by guarantee with charitable status.



Governance Context

The Board of Trustees is the governing and legally responsible body of Glasgow Film Theatre. The charity is registered as The Glasgow Film Theatre (also known as GFT), trading under the following names: Glasgow Film, Glasgow Film Festival (GFF), Glasgow Youth Film Festival (GYFF) and Film Hub Scotland (FHS). A company limited by guarantee, registered in Scotland No SC097369 and registered with the Office of the Scottish Charity Regulator (No SC005932) and is governed by a memorandum and articles of association. The Trustees of the charity are also Non-Executive Directors of the company. Glasgow Film operates within the regulatory frameworks for companies and charities. New Trustees are offered a structured introduction to Glasgow Film and its governance. Glasgow Film aims for excellence standards of governance that are appropriate to its operating context and resources.

Role and Composition of the Board

The Board provides strategic direction and sets overall policy, goals and evaluates performance against agreed targets. The Board is responsible for ensuring the charity's objectives are adhered to and that appropriate mechanisms are in place to protect its assets. The day-to-day operation of charity is delegated to the CEO and Executive Management team. The Board provides support through expertise and guidance whilst ensuring effective management controls are in place and developed. The Board typically comprises of 15 independent Trustees and a stakeholder observer from Screen Scotland. We also currently have two sub committees: the Finance and Audit Committee and the Board Development Committee



Role of the Trustee

All charity trustees have legal duties and responsibilities under the 2005 Act. These include the requirements that:

1. You must act in the interests of the charity
 - You must seek in good faith to ensure the charity operates in a manner consistent with its purposes
 - You must act with care and diligence
 - You must manage any conflict of interest between the charity and any person or organisation who appoints charity trustees
2. You must comply with the specific duties of the 2005 Act; including
 - Charity details on the Scottish Charity Register
 - Report any Charity changes to OSCR
 - Maintain financial records and reporting
 - As charity trustees you are responsible for taking control of how your charity raises funds.
 - Provide charity information to the public that publicises charitable status and governing documents

Full details of the 2005 Charities act and Trustee duties can be found [here](#).

Trustees of Glasgow Film must:

- Commit to good attendance, to read papers in advance and contribute constructively and consistently
- Demonstrate commitment to our equalities, diversity and inclusion policies
- Demonstrate commitment to our environmental and sustainability policies
- Appoint the CEO and support the employees
- Protect and manage the assets of the organisation, ensure the financial stability of the charity and the proper investment of its funds
- Contribute to sub-committee meetings as appropriate
- Learn about the activities of Glasgow Film and research external issues that may affect its future

