



STAMPED

LGBTQ FILM FEST

BOARD OF DIRECTORS
ROLES & RESPONSIBILITIES

STAMPED BOARD OF DIRECTORS ROLES & RESPONSIBILITIES

Stamped was founded in 2012 as a means to create a more accepting, safe, and educated community in our small Gulf Coast town of Pensacola, FL. The festival's mission is to bring a vibrant cultural experience to Pensacola and the surrounding area by using the unique expression of films with specific focus on the lesbian, gay, bisexual, transgender, and queer (LGBTQ) community to foster awareness, inclusion, and diversity.

The board's role includes advocacy of the film festival in public forums as well as support of other like-minded organizations in their efforts related to public/private partnerships and community outreach.

To this end, members of the Stamped Board of Directors are expected to support the festival with their time, talent, and monetary contributions.

TIME COMMITMENT

The Board of Directors meets monthly unless otherwise noted. Meetings are typically scheduled for the second Monday of each month and during the month of festival meeting are held weekly.

APPROXIMATE TIME COMMITMENT

- Monthly full board meetings (40-50 hours annually)
- Quarterly committee meetings (12-20 hours annually)
- Additional time (i.e. for meeting preparation, subcommittee work, etc.) as needed.

SKILLS & TALENTS

Directors are invited to join the board because of their desire to enhance the festival and their ability to interest others in doing so with their financial support. In addition, each director will be asked to serve on one committee related to his or her unique skills.

MONETARY CONTRIBUTIONS

Directors will be asked to be actively involved throughout the year in some aspect of the festival's fundraising efforts. A donation at the Friend of Dorothy level (\$500) is required but can be attained by securing additional sponsors totaling that amount, donating to the festival via professional services, or making a direct, tax-deductible donation.

PRIMARY BOARD DUTIES

- Exercise fiduciary responsibility with respect to the investment of, accounting for, and acknowledgement of all contributions.
- Manage the investment of all assets of the festival, including the prudent administration of all gifts consistent with donor intent.
- Ensure adequate resources so the festival can fulfill their mission.
- Assist the board President and elected officers in establishing and maintaining a favorable climate for giving.
- Objectively assess board performance annually.

INDIVIDUAL DIRECTOR DUTIES

- Maintain knowledge of the festival's mission, programs, resources, and needs.
- Prepare for and participate in all board meetings in order to make informed, independent, and objective decisions.
- Review and approve the festival's annual investment goals, operating budget, and financial statements.
- Understand that an individual board member can bind the board or festival only when authorized to do so and publicly support the majority decision of the board.
- Participate actively in the fundraising efforts of the festival by providing personal financial support and/or a combination of soliciting new donor and providing or procuring professional services.
- Serve as an effective festival spokesperson in the community.
- Serve on board committees as needed and/or requested.
- Serve as a representative of the festival at festival fundraiser and events.

Note: In evaluating director performance relative to these areas of responsibility, the board is mindful of the unique contribution's directors can make. In some cases, these directors are limited by time or distance, but are able to undertake or lead special efforts on behalf of the festival. Whether they be in the areas of fundraising, advocacy, or committee organization, the board gives due consideration to these contributions even when time or distance constraints limit other participation.

Adopted by the Stamped Board of Directors: February 2018

2019 & 2020 BOARD COMMITMENTS & COMMITTEES

Board Member,

Welcome to the Stamped Board of Directors! We are excited to have you on board and are eager to continue with our upward momentum into the next two years. There are a variety of ways to

participate in our organization. It is required that each board member meets the basic requirements listed below, in addition to selecting two commitments and serving on one board committee. Meeting of the requirements is nonnegotiable.

REQUIREMENTS

- Responsible to bring in, donate, or secure \$500 of donated or procured professional services
- Attend the festival's three-day event each fall and participate in at least 2 fundraisers
- Attend a minimum of 10 board meetings, which are held the 2nd Monday of each month

SELECT TWO OF THE FOLLOWING BOARD COMMITMENTS FOR THE 2019-2020 TERM:

Memorial Day Weekend (evenings)

Pride in the Park

Other public fundraisers (Oscar Party, Dine Outs, Movie Nights, etc)

SELECT ONE OF THE FOLLOWING COMMITTEES FOR THE 2019-2020 TERM:

Finance Committee

Experience Committee

Marketing Committee

Outreach Committee

Submissions/Selection Committee

Volunteer Committee

Thank you for your willingness to serve with the Stamped Board of Directors. You may return in person or via email experience@stampedfilmfest.com. Please return by March 11, 2019.

Name _____ Phone
Number _____

Mailing
Address _____

Email
Address _____
