



BOARD OF DIRECTORS EXPECTATIONS & RESPONSIBILITIES

Three Dollar Bill Cinema strengthens, connects, and reflects diverse communities through queer film and media. We provide access to films that are by, for, and about LGBTQ+ people and their families. Additionally, we are a forum for LGBTQ+ filmmakers to share and discuss their work with audiences and each other. Three Dollar Bill Cinema produces nationally recognized Seattle Queer Film Festival along with Translations: Seattle Transgender Film Festival. In addition to the two film festivals, Three Dollar Bill Cinema produces an annual Outdoor Cinema (funding dependent) series at Cal Anderson Park and provides media literacy and education for LGBTQ+ youth through Reel Queer Youth.

GENERAL EXPECTATIONS

- Know and evaluate the organization's mission, goals, policies, programs, services, strengths, and needs
- Serve in leadership positions and undertake special assignments willingly and enthusiastically
- Bring goodwill and a sense of humor to all board activities
- Enhance the organization's public standing
- Champion our value of building a diverse, accountable, and welcoming community with our corporate and community partners as well as internally within the board and staff
- Support the organization's financial health through your personal commitment and by supporting fundraising activities such as our annual auction and fundraising campaigns
- Utilize personal and professional networks to promote and/or benefit Three Dollar Bill Cinema

BOARD TERMS

- Three Dollar Bill Cinema Board Members are expected to serve at least one (1) two-year term with the opportunity for a second two-year term or for up to three two-year terms.

MEETINGS & EVENTS

- Attend, prepare for, and participate in board meetings. Board meetings are monthly and held in Seattle and are, occasionally, available for virtual or teleconference participation.
- Attend, prepare for, and participate in at least one committee. Committees include, but are not limited to: Board Development, Finance, Sponsorship and Fundraising, Screening Committee, Resource Development, and Executive. Committee schedules and responsibilities vary and are typically on weeknight evenings at the Three Dollar Bill Cinema office or virtually and/or via teleconferencing.
- Actively engage and meet with your Board Buddy and Cohort in addition to board and committee meetings
- Participate in the annual Three Dollar Bill Cinema Auction & Dinner (April 4, 2020)
- Serve as a positive Three Dollar Bill Cinema ambassador at major events and programs as well as online via social media
- Notify the Executive Director in advance of meetings and events when unable to attend. Consistent absences, particularly without prior notification, may lead to removal from the board
- Ask timely and substantive questions at board and committee meetings consistent with your conscience and convictions, while supporting the majority decision on issues decided by the board or committee
- Maintain confidentiality of the board's executive sessions, and speak for the board or organization only when authorized to do so

FISCAL RESPONSIBILITIES

- Make a personally significant financial and/ or time contribution. Board members should consider Three Dollar Bill Cinema their top philanthropic priority
- Board members are expected to be current members of Three Dollar Bill Cinema during their term(s) of service on the board [Membership — Three Dollar Bill Cinema](#)
- Pay annual board dues of \$275. Payment plans are available for board dues and financial contributions. Board dues contribute to the budget offset of the annual organizational retreat
- Organize and / or host a table at the Annual Dinner & Auction
- Implement additional fundraising strategies through personal influence with others in two activities of choice. Examples include, but are not limited to, hosting a personal event, auction procurement and/or item donation, recruiting corporate sponsors, participating in the organization’s fundraising campaigns, and serving on the Resource Development Committee
- Read and understand the organization’s financial statements and exercise prudence when making budgetary decisions, approve annual operating budget

ORGANIZATIONAL MANAGEMENT

- Select the Executive Director and annually assess their performance
- Work with and assist the Executive Director to promote and encourage effective organizational planning

AVOIDING CONFLICTS

- Read and agree to abide by Three Dollar Bill Cinema’s Conflict of Interest policy
- Maintain independence and objectivity when discussing and voting on board decisions
- Never accept (or offer) financial favors or gifts from (or to) anyone who does business with the organization
- Ask questions and raise concerns as they arise, either in group board discussion or privately, with the Executive Committee members and/or Executive Director

BOARD CHARACTERISTICS

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group, stay organized and remain detail-oriented
- Willingness to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on assignments, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself, be inspired, be authentic, share visionary ideas and new approaches, demonstrate personal and professional skills, educate oneself on systematic injustice and oppression, and engage in difficult but necessary conversations regarding diversity, inclusion, and belonging
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, accountability, a developed sense of values, concern for Three Dollar Bill Cinema’s development, and a sense of humor

To enquire about joining the Three Dollar Bill Cinema Board of Directors, please contact Clay Warner, Board President, to learn more: president@threedollarbillcinema.org