

Launceston Film Society

Committee requirements:

Any person considering nominating for a position on the Launceston Film Society Committee should be aware of the requirements of the position.

Every Committee member is required to attend the monthly meeting at 7pm on the second Tuesday of every month (obviously travel and sickness excepted).

Every Committee member is required to be available at the door of one screening each week. Whilst we employ a contractor to control the scanning, Committee members are required to be present to be available to members.

Every three months Committee members are required to research a list of approximately 30 to 40 movies from a list provided for the next term's movies. This means viewing trailers and checking reviews to make a selection of your preferences equal to the number of movies required (usually 10 per term). From the preferences from the Committee the programme is compiled.

Once the programme is compiled each Committee member is required to extract one or two reviews for presentation in Newsreel.

Governance – the Committee is responsible to protect the funds and reputation of the Society. We have an annual turnover of around \$150,000 to \$180,000 and, with a membership of approximately 1300, need to be fully accountable.

The makeup of our Committee, and their duties, is currently as follows:

President	Manages meetings Compiles list of movies for consideration Represents Society as required Conducts all dealings with Village Cinemas Head Office
Vice President	Represents Launceston Film Society on State and Federal Associations Prepares and oversees all member voting events
Treasurer	Prepares financial reports for all meetings Processes all financial transactions Prepare quarterly BAS Prepares annual financial statements for audit Presents Audited Financial Statements to AGM's
Secretary	Takes minutes of meetings Attends to all correspondence

Membership

Secretary Maintains waiting list
 Maintains data base of members
 Creates membership cards
 Manages member offers and renewals

Ordinary Members –

Newsreel editor – compiles the content for Newsreel from the reviews prepared by Committee members, prepares additional information as required, and prepares for printing.

Maintaining Facebook profile.

Maintaining website.

It is important that a person offering to take up a position on the Committee is prepared to make a commitment, be competent, and be available, within reason, as required.

In return for services, Committee members receive free membership for the year.