



Thank you for your interest in becoming a Production Guild board member

Please find below information about applying to become a board member, a personal specification, the duties and responsibilities of a board member and the process of election.

If you have any further questions about the role of a board member please do not hesitate to contact Alison Small, CEO

Telephone: +44 (0)1753 651767

E mail: alison@productionguild.com

Closing Date for Applications: Wednesday 30th May 2018

Personal Specification

As a board member you will not be an employed member of staff. The Board consists of 12 elected members who each hold office for four years. Reasonable travel expenses may be reimbursed to cover travel if absolutely necessary.

We value equality and diversity and welcome applications from members within the Full, Permanently Employed, and Honorary membership categories who share our commitment to the organisation and the film and television industry.

As a board member you will be expected to:

- Attend 80% of the meetings held every year
- Have an ability to communicate effectively within meetings
- Have confidence to ask questions and challenge people in a constructive way
- Read papers and reports in preparation for board meetings
- Contribute to formulation of board recommendations
- Undertake work on assigned tasks agreed by the board
- Have an appreciation of the diverse issues that relate to members of the Production Guild.
- Be able to maintain confidentiality appropriate to the circumstances

It is preferable for board members to:

- Have a particular interest in one of the areas of work of The Production Guild
OR
- Have the desire to represent a particular category or grade within the membership.



Duties and Responsibilities

The Production Guild is a nonprofit professional organisation formed to represent the common interests of individuals engaged in production management and accounting functions of the UK film and television industry.

Members come from production management; accounts; locations; post production; VFX; and assistant directing.

Board members promote, maintain and protect the highest standards of production, management, accounting, costing and financial administration in film, television and visual media production, encouraging Production Guild members to likewise maintain these high standards of integrity and responsibility.

The PG board seeks to oversee the remit to advance and safeguard the interests and stature of the Production Guild and its members.

The Production Guild has a responsibility to negotiate and lobby government and other bodies and organisations to promote the industry and Production Guild members, a duty carried out by board members and the management of the PG.

Board members facilitate the free exchange and dissemination of such technical ideas and information as will assist Members in keeping abreast of modern methods of film, television and visual media production, practice, innovation and legislation affecting the film, television and visual media industry, both nationally and internationally.

A board member has a duty and responsibility to promote the Production Guild and interact with the membership and other industry organisations.

Other than these duties and responsibilities it is fun to sit on the board with one's peers discussing the foibles of our industry and helping to guide its future! Being part of the PG board gives industry professionals a means to share their knowledge and expertise with the membership as well as having an integral and significant part in changes both to the organisation and the industry as a whole.



The Process of Election

This year, there are three board members who are retiring by rotation, resulting in three places on the board.

If you would like to nominate yourself as a board member:

- Please write in no more than 500 words how you think you are suitable for the role, and why you are interested in the function.
- The name of a full PG member who will act as a seconder to the nomination.

Please submit this information to Alison Small, CEO, by e mailing alison@productionguild.com by **Wednesday 30th May 2018**.

A list of nominees shall be circulated to all members on **Tuesday 5th June 2018** when online voting will open. The deadline for voting will be **Friday 29th June 2018**. Members will be invited to vote for up to three of the listed nominees with each vote getting an equal point.

The three nominees with the highest votes will be announced at The Annual General Meeting in **July 2018**. In the unlikely event that two or more candidates obtain an equal number of votes a vote by secret ballot will be held at the AGM.