

## Olympia Film Society

### Board and Committee Volunteer Opportunities

Want to learn more about what it takes to run an arts organization? Joining one of our committees can be a great professional development opportunity for anyone who is interested in gaining skills in arts administration and organizational development. Committees meet once or twice a month and committee members typically spend between four and twelve hours a month on committee related tasks, which can range from grant writing to graphic design to monitoring budgets to building relationships with our public officials, local business owners and members.

#### OFS Committees Include...

**Board Development**—The primary job of the Board Development Committee is to ensure that the OFS Board of Directors is healthy. This committee coordinates Board recruitment and the annual Board elections, as well as organizes trainings, workshops, and planning retreats.

**Development and Fundraising**— Help raise money to support the Olympia Film Society's film and live events programming and our efforts to restore the Capitol Theater to its former grandeur. Activities include planning and executing a coordinated fundraising strategy involving grants, mailings, online campaigns, events and more. As a member of the Fundraising and Development Committee you'll play a key role in keeping OFS fiscally healthy while learning important nonprofit fundraising skills

**Festival Oversight**—The Festival Oversight Committee is responsible for guaranteeing the success of the annual Olympia Film Festival. This committee works throughout the year on high level planning, budgeting and sponsorships. During the run up to festival the committee works with the Festival Director and Festival Film Programmer providing orientation, support, ideas and resources. We also facilitate communication between the Board, the Festival Staff and Full-Time OFS Staff.

**Finance**—The purpose of the Finance Committee is to be an intermediary between the micromanagement of operations at staff level and the macro management at the board level for financial matters. The Finance Committee makes recommendations to the board and staff about financial matters for the organization. We look at revenue and expense numbers throughout the year to guide OFS through sustainable financial decisions.

**Marketing and PR**—Share your love of OFS with the community! Be a part of the action as the OFS Marketing Committee launches creative image-building campaigns, generates publicity and media relations, markets membership promotions, and organizes special events at the Capitol Theater. Our activities encourage the community to celebrate OFS's role as a center for independent film, music, and other arts.

**Personnel**—The Personnel Committee supports the Staff Collective. This committee monitors Film Society staff collective personnel issues, proposes and oversees the evaluation process of the staff collective, initiates the hiring committee when needed, oversees the Film Society conflict resolution process, and proposes the labor budget.

**And if you find that committee work is up your alley and you'd like to get even *more* involved, you may also want to consider joining the Board of Directors.**

Interested in learning more? Please contact Elaine Vradenburgh,  
[elaine@olympiafilmsociety.org](mailto:elaine@olympiafilmsociety.org) or 754-6670 ext.10. Thanks!!