

TAKE ONE ACTION FILM FESTIVALS

Join Our Board as a Co-Chair

The basics:

- **Who is Take One Action?** Established in 2008, we're a charity that brings communities together to harness the transformative potential of film and storytelling for collective change.
- **Role:** We are looking for a **co-chair** to team up with our current chair to take joint responsibility for heading up Take One Action's board (we are also looking for trustees, if you're interested in that role more [here](#)).
- **What does a co-chair role involve?** A co-chair is someone who works together with another co-chair (our current chair) to share the responsibility of overseeing Take One Action, making key decisions and supporting strategic work, ensuring laws and regulations are followed, that there is oversight of organisational finances but also that we remain bold and radical in our work and organisational goals.
- **Remuneration:** Co-chairs are not paid, although expenses for travel and childcare will be covered.
- **Time commitment:** Four to six board meetings a year, plus regular meetings with the staff team. Co-chairs are encouraged to come along to our events where possible.
- **Access:** We will meet any access needs for people to take part in interviews for these roles, and also for people once in their roles. If you require this information in a different format, or have any other questions or requests relating to accessibility, please send an email to daisy@takeoneaction.org.uk. If you have any needs we can support in order for you to consider joining our board we would welcome a conversation around those. This might include – but is not limited to - the timing of meetings to accommodate care responsibilities or work, access provision at meetings, and/or location of meetings.
- **Closing date:** 14 April 2024
- **Location:** Anywhere in Scotland

Role summary:

We are seeking out new people to join us at Take One Action as we enter a new and exciting era following the recruitment of a new director and community engagement lead, and the imminent launch of a new vision for the organisation.

For our co-chair roles, we would love to hear from people who:

- are passionate about art and storytelling, and its potential to change the world for the better
- share our values and are interested in exploring organisational structures and leadership that centre shared responsibility, accountability and collective ownership
- are a strategic thinker and connect the big picture with more detailed tactics

- are unafraid to challenge the conventional ways in which arts organisations are run
- will ensure that accessibility, decoloniality and climate justice can be embedded across the organisation, our work, and that our governance reflects this
- bring perspectives and experiences that we might not already have as an organisation
- have an interest in critiquing power, building community and thinking differently
- have experience in the fields of film-making, systems and behavioural change, decolonising the arts, or finance & bookkeeping and legal & governance expertise

We will be holding an [online Q&A session](#) at 1pm on Thursday 4 April for anyone interested in applying for these roles where you can meet the Take One Action team and ask any questions you have. Please also feel free to contact [Rachel](#) on email with any questions.

Key responsibilities:

NB You will go through a full onboarding and be introduced to our documents and processes, as well as shadowing a board meeting before you start fully in the role. Also if you would like more explanation of any of this before applying please do come to our Q&A or [drop us an email](#).

- Work with the director to provide strategic vision and leadership
- Be responsible for the recruitment of new board members
- Act as an ambassador for Take One Action nationally and internationally
- Champion best practice for the board and staff team
- Work with the director and the board in setting and monitoring the strategic direction for the organisation
- Be accountable for the principles of good governance
- Work with the board and staff to explore new ways of governing and structuring an arts organisation to ensure shared power and accountability
- Uphold and review organisational policies
- Behave with integrity and in the best interests of Take One Action
- Oversee and support the director with check-ins and line management responsibilities
- Ensure all trustees have access to appropriate induction, advice, and information relating to their role
- Address conflicts of interest among trustees
- Oversee the compliance of Take One Action with its governing documents
- Share papers in advance, schedule and chair board meetings

Key benefits:

- Be instrumental in guiding the organisation into its next phase
- Training to learn new skills around governance, accessibility, decolonisation and inclusion
- Gain experience as a co-chair, leading a board and a staff team
- Involvement in a range of film screenings and arts events, and the opportunity to feed into our programme

- Be part of a community of people who are committed to effecting positive change through film and arts

What is the board of Take One Action like?

You can see more about our current team and board [here](#). Our co-chairs and trustees work as a team and are expected to demonstrate a commitment to:

- **Equity:** actively recognising and reducing – or altogether removing – potential barriers to access for employees, volunteers, trustees, audiences and all those who contribute to our events.
- **Diversity:** ensuring differences are recognised, respected, represented and valued, evidenced in part by championing representation of diverse lived experiences, on and off screen.
- **Inclusion:** a practice and approach that ensures people (audiences, filmmakers, event contributors, communities, staff and volunteers) can not only take part in our activities, but can do so in the way that they want to.

How to apply:

To apply, please submit **one** of the following:

- a video or voice recording
- a covering letter of approximately 600 words (one page)
- if there is another format that suits you better, we're happy to accept others

Please share with us your skills and interests, details of any relevant experience and perspectives, and your reasons for wishing to become a trustee, along with your contact details (name, address and mobile number) and a copy of or link to your CV.

You can send your application to our director **Rachel Hamada** via email rachel@takeoneaction.org.uk with '**Co-Chair Application**' in the subject line.

Note that the deadline for applications is midnight on **14 April 2024**. Applicants will be invited for a brief interview with board and staff members with the intention that new co-chairs will shadow at the next board meeting on **16 May 2024**, after they've gone through an onboarding process, and take over in post in time for the next board meeting in August.