



President + Board roles and responsibilities

ACADEMY PRESIDENT

The President of the European Film Academy is elected for a mandate of 5 years. This mandate may be prolonged 2 times (up to 15 years).

Candidate(s) for the Presidency are proposed by the Board and the executive management of the European Film Academy. The President is elected by the voting Academy members.

The President has a largely symbolic and ceremonial function, and following tradition is a high-profile, leading and internationally renowned filmmaker from Europe.

The President has an honorary role and is informed about Board decisions, the vision and mission of the organisation as well as the strategies implementing them through quarterly meetings with the Board chair and/or the Director of the European Film Academy.

The President represents (the history of) European cinema through their creative body of work and their experience. As such, they are personally involved during the ceremony, in particular for the annual European Lifetime Achievement Award.

The President is not part of the Board and as such not part of the regular Board meetings. However, the Board may decide prior to a Board meeting that the President should attend a Board meeting in exceptional cases.

ACADEMY BOARD

Board members are Academy members elected by the voting Academy members for a mandate of 2 years and can stand for re-election. They can put themselves forward for election and represent either an Academy region or a specific European minority.

In their functions, the Board chair and Deputy chairs do not represent a region or specific transnational European underrepresented group.

The Board of the European Film Academy convenes three times per year for a Board meeting. The Board meetings take place in April (on-site), August (online) and November (on-site). These Board meetings are accompanied by film selection meetings. Furthermore, an additional selection meeting takes place in October.

Board member requirements involve much more than attending Board meetings. Members of the European Film Academy who put themselves forward are expected to understand governance, think strategically, and lead by example.

The European Film Academy lists the following as common Board member responsibilities:

- contributing to the Academy's work from a European angle, and refraining from primarily defending national or regional interests
- improving the organisation's strategic focus and effectiveness
- shaping the organisation's culture
- determining CEO compensation
- supporting fundraising in the respective regions and on a European level
- addressing potential conflicts of interest while doing so

Further basic responsibilities include:

- hiring the executive director of the organisation and overseeing their performance
- establishing and supporting the mission and vision of the Academy
- ensuring the organisation's programs and services are effective
- helping to secure operating funds so the organisation can continue to fulfill its mission
- reviewing and approving major gifts, as well as the terms associated with those gifts
- reviewing and approving the budget and providing ongoing financial oversight
- ensuring the organisation meets all legal and ethical obligations
- maximising the support of the community
- regularly attending board meetings and committee meetings
- recruiting new Board members who meet the needs of the board and the organisation
- recommending and confirming new Academy members.

Key responsibilities of different Board roles

Members can hold different roles on the Board they serve, and each role comes with specific responsibilities. Roles — as well as the duties assigned to each role — can vary and can be adapted for each new mandate. However, the following roles are common:

- **Board chair:** The Board chair is the leader of the board — and typically has the most responsibilities. This person works closely with the Academy Director and other senior staff to ensure they are carrying out the Academy's mission and accomplishing its goals. The Board chair is also responsible for conducting Board meetings and ensuring the Board is achieving its goals. The Board chair also plays an essential role in hiring and supervising the organisation's CEO. Together, they create working groups and appoint working groups chairs.
- **Deputy chair:** This person, also referred to as the vice chair, is always ready to step in as board chair should the acting Board chair not be present or able to do so. They may also take on special projects assigned by the Board chair.
- **General Secretary:** This task is performed by the Academy Director and their staff. They are responsible for the many tasks that ensure Board meetings and overall communication between Board members are effective, efficient and transparent. This includes providing meeting notices, preparing agendas, and taking minutes during Board meetings, then distributing the approved minutes. In addition, the Academy Director and their staff, are responsible for preparing and maintaining various Board records.
- **Treasurer:** The treasurer is typically a financial expert and uses this expertise to monitor and direct finances and prepare the Academy's budget. This person also oversees the Board's finance committee, if one is appointed.
- **Working groups chair:** The Board chair together with the Academy Director can appoint various working groups that are focused on different initiatives. Each working groups has a leader, often referred to as a working groups chair. Working groups meetings are moderated by the Academy Director.
- **Board members:** members have various responsibilities within the Board, and in the Board working groups they're involved with.

Key responsibilities of different Board working groups

Often, it's not effective or efficient for every Board member to be involved in every board-related matter.

As such, Boards often have various working groups, each with different focus areas and responsibilities. Some of the most common standing Board working groups are:

- Audit and finance
- Development and fundraising
- Governance and nominating
- Marketing strategy

Sometimes, the Board also establishes ad hoc working groups to address a specific goal or need. Once the goal or need has been addressed, the working group dissolves.

Board members are often appointed to working groups or volunteer based on areas of expertise, as well as interests. In order to be effective, it is recommended that Board members do not serve on more than two working groups.

Board members are expected to:

- view (a number of 20-30) feature films prior and after to the Board meetings during which the Academy Selection is discussed and confirmed as well as the additional selection meeting
- decide on honorary awards (European Lifetime Achievement, European Achievement in World Cinema)
- suggest eligible new Academy members from their region, or act as a contact person for inquiries or draft applications from candidate members
- take actively part in either a selection committee (European Feature Film or European Documentary) or one of the nomination committees (European Animated Feature Film, European Discovery – Prix FIPRESCI)
- recommend suitable selection committee or jury members from Europe and their specific region
- promote and foster diversity, equity and inclusion in their recommendations for new members, or members for selection committees and juries
- consider at all times sustainable alternatives and options for both the procedures within the Board meeting as well as the strategies for the Academy
- serve on a Board working group and by doing so focus on specific aspects of the work and responsibilities of the Board
- act as a liaison between local and regional Academy members or the general professional film community and the European Film Academy, and linking queries, ideas or complaints directly to the Academy staff
- come up with ideas for suitable Board meeting locations

Board members are invited to:

- three Board meetings per year plus an additional film selection meeting (for details see below)
- the annual General Assembly for Academy members (online)
- the annual main Awards ceremony of the European Film Academy (all travel and lodging costs are covered by the Academy)
- celebratory events in the region the Board member represents, eg. the official unveiling of Treasure plaques, festival events or receptions (travel and lodging costs should be covered by the organisation in charge)
- Month of European Film events in the region the Board member represents, e.g. film screenings, introduction talks, Q&As (depending on the programme of our partners; no travel and lodging costs are covered by the Academy).

BOARD MEETINGS

Board meetings are held three times per year (see below) and Board members are expected to attend regularly. In case they are not able to attend, they will inform the Academy staff as soon as possible with a valid reason.

Board meetings are chaired by the Board chair. If the Board chair is not present, or is unable to chair the meeting, one of the two Deputy chairs will take over.

The agenda of the Board meeting is prepared by the Director of the Academy and finalised after consultation with the Board chair and the 2 Deputy chairs.

Board members receive the agenda a week prior to the Board meeting.

Even though Board meetings are regular gatherings of all Board members, for which input for an agenda is asked, each of the three Board meetings still has its function throughout the year and therefore a purpose:

BOARD MEETING 1 / SELECTION MEETING 1 (April) – IN-PERSON

- Evaluation of previous year/edition of European Film Awards
- Strategy discussions with the aim to collect input and for the Academy staff to reconsider and/or prepare documentation to present to the Board in November
- Brainstorming about recipients of the Honorary Awards
- Discussing and scheduling annual Academy Selection (part I) – *consulted by selection experts*

BOARD MEETING 2 / SELECTION MEETING 2 (August) – ONLINE

- Confirming recipients for the Honorary Awards
- Discussing and scheduling annual Academy Selection (part II) – *consulted by selection experts*

SELECTION MEETING 3 (October) – ONLINE

- Discussing and confirming Academy Selection (part III) – *consulted by selection experts*

BOARD MEETING 3 (November) – IN-PERSON

- Discussing and confirming nominations for specific categories of current edition
- Confirming financial report
- Adapting and confirming Award Procedure Regulations for following year
- Discussing potential committee members and selection experts for following year
- Strategy decisions (discussed in spring)

Additional meetings of Board members could be scheduled in the case of:

- Political emergencies (...)
- Crucial decision-making (to be decided by the Board chair)
- Board committees (for a selection of Board members)

DECISION-MAKING

All members of the Board are elected by the members of the European Film Academy. As an elected Board member, they receive the mandate to take decisions about all tasks and responsibilities given to the Board.

Decisions are taken by the majority of the Board members present, after taking a vote.

Voting is done anonymously and voting results are presented straight after the vote.

In case of doubt, the Board chair decides about the procedure to follow.

In case the Board chair is not present or unable to chair Board meetings (both regular or exceptional), one of the Deputy chairs takes over until the Board chair is present and able again.

The Board chair represents the Board members in certain cases of decision-making.