



About the Mesilla Valley Film Society Board of Directors

The board of directors is responsible for controlling and managing the affairs, property and interests of the Mesilla Valley Film Society, a non-profit corporation, and for overseeing the management of the Fountain Theatre. We are a working board, in that we are hands-on at the theatre as staff managers and volunteers in the concession, box office or projection areas.

There are several committees board members may be a part of:

The operations committee oversees the day-to-day running of the theatre, including building maintenance responsibilities assigned in the lease agreement, operating the box office, concession stand and projection booth, and all activities necessary to support these functions.

The programming committee makes recommendations to the program director for regularly scheduled films.

The promotions committee is responsible for publicizing films and other events through our website, social media, advertising, and marketing.

The finance committee supports the treasurer by reviewing financial and budget reports, and recommending new policies where necessary.

In addition, board activities include growing our membership and maintaining the membership database, training new volunteers, fundraising and grant writing, and developing special interest programming.

CRM and Enterprise applications: Our software consultant, Art House Cinema Solutions, offers integrated concession and ticketing point of sale, film scheduling, membership database management, marketing, and much more. We utilize only a fraction of what our system offers, and we welcome individuals who are familiar with Constituent Relationship Management or those who enjoy the challenge of learning new software.



Mesilla Valley Film Society
Board of Directors
Application for Board Membership

Name _____ Date _____

Address _____ Zip _____

Email _____ Phone _____

Please use the back of this form or add a second sheet if needed.

1. Why would you like to join the MVFS Board of Directors?

2. Please briefly describe any previous experience you have had working with non-profit and arts/cultural organizations.

3. Are you currently a member of or volunteer for the MVFS? Please describe.

4. Are you currently a member or director for other organization/boards? Please describe.

5. On average, how much time per week could you commit to MVFS activities?

6. Do you have skills or experience in any of the following areas? Please check all that apply:

<input type="checkbox"/> Windows & MS Office	<input type="checkbox"/> Administration	<input type="checkbox"/> Office management
<input type="checkbox"/> Building maintenance	<input type="checkbox"/> Writing & editing	<input type="checkbox"/> WordPress
<input type="checkbox"/> Data analysis	<input type="checkbox"/> Fundraising/grant writing	<input type="checkbox"/> CRM systems
<input type="checkbox"/> Graphic design	<input type="checkbox"/> Finance & banking	
<input type="checkbox"/> Marketing & publicity	<input type="checkbox"/> Bookkeeping/accounting	

7. Are there other qualifications you would like us to know about?

8. Do you have any questions you'd like to ask current board members?

Signature

Date