

**CINENOVA SPECIAL BOARD MEETING
FINANCE AND MARKETING CO-ORDINATOR RECRUITMENT
WEDNESDAY 18 SEPTEMBER 1996 6.30PM**

Minutes

- 1 i. Job description and duties: it was decided to take the job description and duties from the documentation from the Policy Review.
- ii. Terms and conditions were to be as in the Acquisition and Distribution Co-ordinators exempt from contract except the working day would be 10am-6pm, the salary would be £18,000 pro rata for a four day week, six weeks would be required to quit, and the clause about the six monthly review to be conducted by three Board members would be removed. The procedure of the review would be decided at the time.

2. The application form would be largely the same as the one on file for the Acquisition and Distribution Co-ordinator, but it would be re-designed to look more attractive and the referees would be asked for at the back instead of on the front page.

3. The post would be advertised as soon as possible on 30 September in *The Guardian*. Helen expressed reservation about having the cashflow to pay the new worker and requested to wait until the next Board meeting until the six monthly figures were available, however the Board felt it important to have someone in post as soon as possible. The Board regretted that the Company could not afford to fulfil the terms of the Equal Opportunities policy and also place an ad. in the lesbian and gay, black and local press. Helen would ask LFVDA if there was any fund available to contribute to the cost of the advertisement.

4. The interview panel was agreed to be Helen, Margaret and Elaine. The interview date would be set at the selection meeting. A representative from LFVDA would be invited to take part in the interviews.

5. Helen would draft updated information about Cinenova to be included in the pack to be sent to applicants.

6. There were no other matters.