



PROMOTING FILMS BY WOMEN

8, August 1997,

Dear Board Member,

The recruitment process is underway to find our new Finance and Marketing Manager. So far we have not had an overenthusiastic response, in fact the sum total of applications received to date is 1 and the sum total of application packs requested is around 30. This is despite advertising in the Guardian, The Voice and making a targeted notice board mailout to local women's groups. However the deadline for the receipt of applications is August 11th so there is still hope.

The applications will be at the Cinenova office from 12th August ready for the directors to read through and shortlist (hopefully there will be enough to make a shortlist). It is essential that the interview panel should shortlist but I would also recommend that other members of the board who can spare the time should also look through the applications.

The interview panel will be Margaret Trotter, Laura Hudson and Azza Rahman

We will convene a meeting on Friday 15th August to shortlist ready for interview. The interviews will be held on Thursday 21st, Friday 22nd or Monday 25th August and hopefully a decision can be reached by Monday 25th August.

I am also including a first draft recruitment procedure / policy which I would like to recommend Cinenova to adopt. This first draft is the result of applying information I received through recruitment training, at Interchange a couple of years ago, to Cinenova's current recruitment practice.

Yours sincerely

A handwritten signature in black ink, appearing to read "L Hudson", written over a horizontal line.

Laura Hudson

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