**Terms of Reference  
Film Hub Wales Advisory Group   
  
The Advisory Group**

The group has been selected to represent a diverse range of Film Hub Wales members within the cultural and exhibition sector.   
  
The group is made up of various organisations, representing venues, education, heritage, fundraising, inclusion, programming (in both rural and urban settings), festival management and audience research and development.

**Meetings**

We anticipate meeting four times per year.  
  
Meetings will take place primarily at Chapter, Cardiff but with the aim to host across Wales where possible. Members should be available to attend (or join online) at least two meetings per year, in addition to sub-groups as required.

Travel expenses may be reimbursed for individuals who would otherwise pay travel costs from personal funds. Individuals must keep all receipts of expenditure and complete paperwork provided by FHW.

FHW staff will organise meetings and appoint a Chair of the group.

**Terms**

* The Film Hub Wales Manager will report directly to Chapter CEO/Artistic Director,
* The Film Hub Wales advisory group is announced publicly,
* The group will be restricted to a maximum of 10 members (excluding Hub staff),
* The group will review TOR biennially,
* We recognise that priorities, circumstances and required skills may change and so members will serve for 2 years and can be voted back onto the group 2 more times. Any member who does not attend 4 consecutive meetings will forfeit their position on the group.
* Members of the group may seek to end their term by giving one meeting’s notice. FHW staff also reserve the right to give members notice, if the TOR are breached.
* The FHW management team reserves the right to approach individuals based on skills required by the group, or to invite guest speakers to attend,
* Any discussions held during meetings will be treated as confidential, unless otherwise agreed. If this agreement is breached, members may be asked to step down from the group.

**Overview**Following Chapter, Cardiff’s selection as Hub Lead Organisation for Wales as part of the BFI Film Audience Network (FAN)  
  
**Through its year round work, Film Hub Wales (FHW) celebrates cinema. We support organisations that screen film, from film festivals, to societies and mixed arts centres. We aim to bring the best British and international film to all audiences across Wales and the UK.**

Our six core priorities are as follows:

* **Young audiences aged 16-30:** improving year round access to film, with added value:
* **Inclusion**: meaningful year-round programmes of accessible screenings that increase the range and diversity of audiences engaging with film,
* **Engaging Audiences:** Projects that attract and sustain audiences for British independent (including Welsh) and international cinema, offering an in-depth cultural experience,
* **Heritage:** celebrating our national identity, language and culture through film,
* **Skills:** Boosting a skilled and diverse workforce across the Film Audience Network membership.

Please see our Audience Development Guidelines for [**full priorities**](https://filmhubwales.org/en/support/fef-fund/)**.**

**Purpose of the group:**

The group was established in 2014 and ran throughout the BFI Film Forever project. It will continue to operate until 2023, subject to BFI 2022 funding, to support the delivery of the project.

* Act as ambassadors for the Hub and represent the interests of Film Hub Wales members,
* Endorse a broad and inclusive criteria for membership to Film Hub Wales,
* Approve annual priorities and monitor strategy around all areas of Film Hub Wales development objectives,
* Attend meetings/Film Hub Wales conferences and provide support and industry expertise (where appropriate relevant to Film Hub Wales members,
* Consider strategic development opportunities to enable Film Hub Wales to broaden its activities,
* Decide the Film Hub Wales Sub-committee members,
* Attend sub-meetings of the advisory group where required/reasonable by the Hub management team,
* Contributing key specialisms to the ongoing development of the Hub.

**Film Hub Wales Contact details**

**Contact name:** Hana Lewis   
**Email:** [hana@filmhubwales.org](mailto:hana@filmhubwales.org)   
**Tel:** 02920353740