

## **BiTF Chairperson - Role Description**

The Burn in the Forest (BiTF) Production Team is a committee of the Greater Vancouver Interactive Arts Society (GVIAS), tasked by the GVIAS board with creating, producing, organizing and running the annual BiTF event.

The BiTF Chairperson role is a leadership and facilitative role, rather than an event organization or planning role.

### **Role and Responsibilities:**

- In consultation with BiTF Producers, scheduling the dates, time and locations of meetings
- In consultation with BiTF Producers and the GVIAS BiTF Liaison(s), establishing and confirming the agenda for meetings
- Ensure the agenda and any relevant documents are circulated to the BiTF Producers and GVIAS BiTF Liaison(s) in advance of the meeting
- Facilitate and chair/conduct the BiTF Production Team meetings
- Facilitate discussion that remains on topic, productive and professional
- Providing leadership to promote, foster and support a spirit of respect, trust, collegiality, integrity, and honesty amongst the BiTF Production Team
- Ensuring meeting minutes are reviewed at the beginning of the following meeting
- Ensuring that all meetings are conducted in accordance with, and that the BiTF Producers are familiar with, Robert's Rules of Order

### **Qualifications:**

- Self-motivated
- Strong leadership skills and interpersonal skills
- Strong organizational skills
- Strong oral and written communication skills
- *Does not need BiTF production experience*

Please note that the GVIAS BiTF Liaison(s), rather than the Chairperson, will be tasked with:

- Taking and retaining complete and accurate meeting minutes;
- Moderating Basecamp;
- Enforcing the Production Code of Conduct; and
- Liasing with the GVIAS Board.