



SCOTTISH  
QUEER  
INTERNATIONAL  
FILM  
FESTIVAL

## **Scottish Queer International Film Festival Representation at External Events Policy**

### **ABOUT SQIFF**

SQIFF (Scottish Queer International Film Festival) was formed with the aim of adding to the exciting and growing amount of queer film stuff happening around Scotland. Since 2015, we have held an annual Festival in Glasgow alongside providing year round events across various locations. SQIFF aims to build community through queer films. Our goal is to get people watching, talking about, and making more queer films. We want to screen movies that people might not otherwise get a chance to see and create inspiring and informative events across Scotland. Moreover, we want to support marginalised groups within the LGBTQIA+ community by providing a networking system for queer filmmakers, as well as filmmaking workshops for audiences wanting to start on the medium. We want to challenge inequalities and barriers to accessing the arts.

This Representation at External Events Policy outlines the procedures Trustees must take to represent SQIFF at external events.

### **This Representation at External Events Policy includes information on:**

- Policy Statement
- Purpose
- Principles

### **POLICY STATEMENT**

Trustees may represent SQIFF at external events, provided the event aligns with the charity's mission and values, and approval is obtained beforehand.

### **PURPOSE**

The purpose of this policy is to ensure that all representatives of SQIFF are aligned when attending external events on behalf of the charity. This process aims to mitigate risk, ensure consistency with our values, and adhere to the charity's policies and procedures.

### **PRINCIPLES**



### **Procedure:**

#### **1. Notification of Attendance:**

Trustees wishing to attend an external event as a representative of the charity must send an email to both the Chair and the Director at least 3 days prior to the event but preferably as soon as they have an interest in representing the charity there. The email should include:

- A brief description of the event.
- The date, location, and time of the event.
- A link to the event or any relevant details.
- The reason for attending and how it aligns with the charity's mission and values.

#### **2. Approval Process:**

- The Chair and Director will review the email and assess whether the event aligns with the charity's strategic goals, policies, and procedures.
- Approval will be granted unless there are concerns about potential reputational risks, misalignment with the charity's mission, or other conflicts.

#### **3. Representation at the Event:**

- Trustees attending an event on behalf of the charity should wear the appropriate attire and carry any necessary materials (e.g., promotional materials, business cards, etc.) to properly represent the charity.
- Trustees are expected to adhere to the charity's values and code of conduct while attending the event.

### **Guidelines:**

- Trustees should avoid attending events that could cause a conflict of interest or represent the charity in a way that could be perceived as endorsing or supporting controversial views or individuals or breaking charity law.
- Trustees should ensure that any interactions at external events reflect positively on the charity and align with its ethical guidelines and public image.

### **Conclusion:**

This process ensures that all trustees are aware of and aligned with the charity's representation at external events, while helping to mitigate potential risks and promoting activities that align with the charity's mission.

**This policy was last reviewed on 17/3/2025. We welcome any comments and suggestions that can help us to develop our Representation at External Events Policy: [info@sqiff.org](mailto:info@sqiff.org).**