

### **About the Equity Work at Washington Filmworks**

[Washington Filmworks](#) is the private non profit organization that manages the production incentive program as well as a variety of resources for the creative industries in Washington State. As Washington is home to a diverse population, Washington Filmworks is deeply committed to being reflective, inclusive and respectful of that diversity in all of its work.

Washington Filmworks acknowledges the following to be true:

- As we build a workforce that represents and reflects the communities we serve, there are many factors that need to be addressed and overcome, including historical oppression, institutional racism, discrimination, societal norms, and individual biases; and
- On an individual level, our perspectives have also been shaped by societal norms, our own experiences, and the environments that surround us. This informs how we make decisions, interact with others, and the biases—both conscious and unconscious—that we hold; and
- Bias can affect workplace culture, hiring policy and practices, lead to microaggressions, and negatively impact the health, well-being, and productivity in the workplace; and
- Historically underrepresented communities [report experiencing discrimination](#) in the workplace more frequently than in any other aspect of their daily lives. When applying for jobs, people from underrepresented communities have experienced discrimination, especially as it relates to microaggressions, bias in the workplace and pay or promotion opportunities; and data regarding employment discrimination is more limited for individuals with disabilities, but existing data shows a large disparity in employment.

Washington Filmworks recognizes that although we cannot change the oppressive and discriminatory practices of the past, we have the ability to change the film industry culture and systems we create both today and in the future. And while efforts have been made to create equal opportunity for the people most affected by systems that perpetuate inequality, substantial work remains.

Washington Filmworks acknowledges the work supporting diversity, equity and inclusion is a dynamic and changing environment and as such we look to convene an equity committee to help define the work and scope within the organization.

### **Equity Committee Mission**

Established [by statute](#), the Equity Committee will provide thought leadership that will inspire transformational change within Washington Filmworks and the statewide film industry.

### **Purpose**

The Equity Committee serves as an advisory board to Washington Filmworks' Board of Directors and will provide film industry insight and input from historically underrepresented communities in order to foster diversity, equity and inclusion within the organization and the statewide film industry. The Equity Committee will also hold the organization accountable for the integration of diversity, equity and inclusion into all aspects of its work.

### **Vision**

The vision for Washington Filmworks' Equity Committee is to:

- Support film set ecosystems that eliminate barriers of entry for above the line and below the line workers from historically underrepresented communities
- Foster a safe work environment for historically underrepresented communities free from discriminatory treatment, policies and practices
- Support stories from historically underrepresented communities
- Work with Washington Filmworks' Board of Directors and Staff to build the availability of resources and opportunities for people from historically underrepresented communities
- Provide thought leadership in the design and implementation of cutting edge programs and policies that build the state's global reputation for equitable film sets
- Commit to holding ourselves and each other accountable for both failure and success

### **Scope of Work**

The Equity Committee will:

- Set priorities and provide guidance for the diversity, equity and inclusion work at Washington Filmworks
- Ensure that Washington Filmworks reflects the voices and perspectives of underrepresented communities in policies, programs and organizational priorities
- Support stories about historically underrepresented communities
- Help Washington Filmworks hit the goal of allocating 20% of its annual funding assistance to projects that tell the stories of historically underrepresented groups
- Advise on trainings and resources that will make Washington's film industry more inclusive including developing pathways to sustainable production jobs
- Empower people from historically underrepresented communities by demonstrating a creative career is possible
- Build networks with producers, hiring managers, talent agents, to serve people from historically underrepresented communities
- Serve as ambassadors in the community to help:
  - Gather information about the needs of the community
  - Recruit people to participate in conversations about the diversity, equity and inclusion work of the organization and the statewide industry

- Educate the community about available opportunities
- Expand the reach of Washington Filmworks programs to a more diverse group
- Help build the groundswell of political and social support for ongoing efforts
- Assist in recruiting new committee members

### **Diversity Equity and Inclusion Values**

Washington Filmworks recognizes that the conversations about diversity, equity and inclusion can be difficult. The Equity Committee conversations will be guided by the following values to ensure the committee meetings will be a safe place for all participants to engage:

- Be a culturally humble committee that interrupts microaggressions as they occur whether they are intentional or unintentional and use these as opportunities to educate, learn, grow, listen and respond with respect
- Embrace respectful dialogue and courageous conversations about racism, privilege, white fragility, bias and oppression
- Increase our institutional and personal understanding of tribal sovereignty, colonialism, and historical and intergenerational trauma
- Encourage opportunities for ongoing training and learning in the areas of diversity, inclusion, cultural humility, oppression, and equity
- Recognize cultural humility as a continuous journey of self-awareness and reflection
- Address the structural inequities at Washington Filmworks that impact the organization's efforts to meaningfully serve all communities

### **Meeting Schedule**

The Equity Committee will meet virtually quarterly, or as needed, with the goal of meeting in-person once annually. Subcommittees will be formed and meet as needed.

### **Membership**

Washington Filmworks Equity Committee is made up of 9-13 people (including the 2 Co-Chairs) from historically underrepresented communities that represent (at a minimum) the following roles in the film industry:

- Emerging and established above-the-line talent (including writers, directors, producers, and lead on-screen talent)
- Emerging and established below-the-line crew (including but not limited to grip / electric, costume designers, art directors and prop masters, assistant directors)
- Production resource businesses, (e.g. production companies, production houses, production support, product developers and distributors, etc.)

Additional considerations for membership may include but are not limited to: individuals facing systemic economic, political, social and cultural barriers, geographic representation, key film industry influencers, film educators, and leaders who understand the importance of diversity, equity and inclusion work in the film industry, and other intersectional considerations as they arise.

When recruiting new members, the Equity Committee aims to have the membership reflect the demographics of WA State including but not limited to representation in the following areas:<sup>1</sup>

- Ethnic minorities
- Formerly incarcerated persons
- Gender diversity
- Indigenous and American Indian/Alaska Native/Native Hawaiian
- LGBTQIA2S+ <sup>2</sup>
- Migrants
- Persons with disabilities/disabled people
- Persons experiencing homelessness
- Racial minorities
- Refugees
- Religious minorities
- Rural populations
- Socioeconomic diversity

It should be noted that the Equity Committee seeks to avoid tokenism in the recruitment of members, and focus on intersectionality to ensure diverse representation on the committee.

### **Committee Co-Chairs**

Appointed by the Governor, the Equity Committee Co-Chairs will work to build consensus on the committee and represent the work of the committee as voting members of Washington Filmworks' Board of Directors. In addition to working with the staff at Washington Filmworks to move initiatives forward, the Co-Chairs will provide insight and knowledge on all topics, lead outreach activities and help manage unanticipated concerns and issues. The Co-Chairs serve 4 year terms and may serve up to 2 terms.

The Co-Chairs will also develop the agenda and run meetings and also serve as key communicators for the work of the committee in the community and with elected officials.

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<sup>1</sup> Priorities taken from changes made to [RCW 43.365.005](#) from 2022 ESHB1914, [Reaffirming the Department of Health's Commitment to Diversity, Inclusion, and Cultural Humility](#).

<sup>2</sup> Taken from [National Assoc. of Social Workers](#): People who are lesbian, gay, bisexual, transgender and/or gender expansive, queer and/or questioning, intersex, asexual, and two-spirit

### **Subcommittees**

The Co-Chairs may form subcommittees to move agenda items forward efficiently. The Co-Chairs do not need to be present at subcommittee meetings, however Washington Filmworks staff will be present to help with administrative tasks. Members of the Equity Committee may serve on a subcommittee but it is not required.

Subject matter experts may be invited to join these committees to provide guidance on various policies and programs. Similar to the Equity Committee, staff members will be present at meetings to help administer the work.

### **Staffing**

The Executive Director and the Director of Workforce Development will staff the committee and any subcommittees convened by the group. Staff will support the administrative work of the committee including drafting agendas for review, taking minutes, developing a calendar and identifying / securing resources needed to support the work of the committee.

### **Application Process**

For initial outreach, the Co-Chairs will develop a list of potential candidates for members of the committee and Washington Filmworks staff and Co-Chairs will conduct informational interviews with each candidate. After informational interviews are complete, finalist candidates will be presented to Washington Filmworks' Recruitment Committee made up of 3-4 members of the Board. Final approval of new Equity Committee members will take place at a Washington Filmworks regularly scheduled quarterly board meeting.

Once the initial recruiting efforts are complete, the committee will look for gaps in membership and invite others to join the committee. The committee will also consider an open call for additional members.

### **Committee Member Terms**

Each term is 2 years and a member can serve up to two terms upon approval of the Equity Committee Co-Chairs.

### **Committee Member Expectations / Commitment**

- Members are expected to commit up to 20 hours per quarter to the Equity Committee.
- Members must attend committee meetings and be prepared to be engaged.

### **Agenda**

Agendas for the quarterly meeting will be sent out no later than 3 business days prior to the meeting. Any committee member may suggest items for the committee agenda in advance of the meeting as part of the “New Business / Old Business” agenda item. The Co-Chairs must approve of the proposed agenda item prior to the meeting.

### **Quorum / Advisory Votes**

A majority of committee members must be present to constitute a quorum for the meeting. The committee will work by consensus and the Equity Co-Chairs will represent the work of the committee as voting members of Washington Filmworks’ Board of Directors. Co-Chairs will be encouraged to share all points of view with the board including points of dissension discussed at the committee level.

### **Committee Member Removal or Resignation**

Any member of the Equity Committee may be removed by the Co-Equity Chairs with cause. Resignation from the committee shall be made in writing to the Co-Chairs with a copy to the Executive Director of Washington Filmworks.

### **Diversity, Equity and Inclusion Definitions**

*Marginalized Communities:* The term "marginalized communities" refers to groups of persons who have been relegated to an unimportant or powerless position such that they are prevented from participating fully in decisions affecting their lives. People may experience further marginalization because of their intersecting identities.

These groups are often communities or populations that face systemic economic, political, social, and cultural barriers, many of them embedded in local laws and norms. The term encompasses communities with a shared experience of marginalization stemming from circumstances beyond their control.

Marginalized communities often include Black, Latino, Indigenous and American Indian/Alaska Native/Native Hawaiian, Asian Americans, and Pacific Islanders, and other persons of color, members of religious minorities, refugees, migrants, lesbian, gay, bisexual, transgender, and queer (LGBTQIA2S+) persons, rural communities, formerly incarcerated persons, persons experiencing homelessness, and persons with disabilities.

[ESHB 1914](#) that passed during the 2022 legislative session acknowledges the Equity Committee and names marginalized communities a priority group for the organization’s equity

work. As a result of feedback from community members, WF prefers using the term “historically underrepresented communities” in place of the term “marginalized communities.”

*Diversity:* The range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, socioeconomic status, physical ability or attributes, religious or ethical values systems, national origin, political beliefs, and cultures. Cultivating diversity means more than just acknowledging and/or tolerating difference. It’s a set of conscious practices that seek to understand and appreciate the interdependence of humanity, cultures, and the natural environment.

*Equity:* The work to support access for everyone to the resources needed to be successful and identifying and eliminating barriers that have prevented the full participation of communities most impacted by systemic oppression. Improving equity involves increasing justice and fairness within the procedures and processes of institutions and systems, as well as in the distribution of resources. Addressing equity issues requires an understanding of the root causes of outcome disparities within our society and institution and the work to undo them.

Equity differs from equality. Equality refers to treating everyone the same, but does not necessarily lead to equitable outcomes because diverse communities have diverse needs and have faced varying obstacles and inequities.

*Inclusion:* Ensuring that people of all backgrounds, identities, abilities, perspectives, and beliefs have an equal opportunity to belong, achieve, and contribute to their communities. An inclusive institution promotes and sustains a sense of belonging; it values and practices respect where all people are recognized for their inherent worth and dignity, talents, beliefs, backgrounds, and ways of living.

### **Charter Review Cycle**

Washington Filmworks and the Equity Committee will revisit this charter document at least once a year to ensure best practices are being integrated and that it accurately reflects its work.

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