

## How the ICLS Processes Applications

The ICLS Membership Committee uses the following mechanism to process and vet applications for membership.

First, it must be realized that the Committee is trying to build a membership that promotes our mission statement:

*“ICLS is a social, educational, and professional international organization. We are committed to creating and maintaining a space that is dedicated to education, knowledge, networking, and professional growth for the lighting community.*

*We also are committed to addressing, promoting, and contributing towards a world that is diverse, equitable, and inclusive to all in the film community around the world.*

*Our work can be seen everywhere, and we are the light to all entertainment platforms!”:*

In order to do the above, we have constructed a system and process that is fair and as free from bias and cronyism as is possible by requiring a minimum of three Committee members to agree on a path forward with an application and by including provisions for the membership to have input on a candidate’s suitability.

Here is how the Committee proceeds:

1. The vetting process begins when we receive a properly completed application.
2. We look to see that an application is correctly filled out. If it is, we can begin processing it and if it is not we ask for additional information.
3. We look at an applicants experience as shown on the application and try to corroborate it with what appears on IMDB, Crew United or other social media links that they provide.
4. We look at any CV or other material that may have been submitted to support their application.

A Resume or CV that is organized in chronological order with at least the fields:

***Date of Production                      Title                      Position on Production                      DP***

is the easiest for the Committee to understand and process.

5. The guidance that we apply to the minimum standards for one of our Pillar categories is that their time as a Gaffer, Rigging Gaffer, Console Programmer or Fixtures Supervisor begins when they have “settled in” to working mainly and consistently on quality projects in that category, **not** from the moment they get their first Head of Department (HoD) credit.

Time spent at the beginning of a career working on “Shorts”, “Additional Footage”, “EPK Unit” **and the like** may not be counted as time spent on quality projects because

this work does not require the level of skill expected of an ICLS member. We adhere to the minimum standards for membership that are published on our website for nearly every application, but we do have some leeway for underrepresented communities and others in smaller markets who may not have the same opportunities to work solely as HoD's. However, for an exception to be made the candidate, their application and their references must be exceptional and the consensus from the Committee must be overwhelming.

6. The Reference check, (This is an important one) we require three unique references on an application.
  - a. We do check them.
  - b. We check that the references provided meet some sort of standard. To do this we either need to know them or know their reputation, or we need to be able to research them.
  - c. References from ICLS Full members are the **Gold** standard as we know the persons involved and it is understood that ICLS members have a vested interest in the goals of the ICLS. It is also easier to check with these references by email or Discord so it speeds things up for the applicant.
  - d. References from ICLS Associate members or National Cinematographer Societies (ASC, BSC, CSC, ACS etc.) are the **Silver** standard. These are either people we know or people who have themselves achieved recognition from their peers and whose opinions we can take seriously.
  - e. References from other Gaffers, Rigging Gaffers, Console Programmers, Fixtures Supervisors, DPs or Film School Instructors are acceptable, but if they are not well known, we may need to research them to make sure they are appropriate. This takes additional time.
    - i. We need to be able find them on IMDB or be able to Google them to ensure that they meet a standard appropriate for this organization and the membership level applied for.
    - ii. If their name is common, it helps if their IMDB link is included. (There were 39 Leslie Smith's on IMDB when we last counted. It is not often obvious which "Leslie Smith" an application refers to.) That is why there is a field for this on the application form.
    - iii. The reference should have a body of work that is appropriate for the level of membership sought. A DP whose IMDB credits consist mainly of Shorts, Specials, Additional Footage etc. is not a suitable reference.
    - iv. References from persons who are not Lighting HoD's are not acceptable.
    - v. A reference from a Gaffer or DP with only five years in category will not be good enough for a Full membership application but may be good enough for an Associate application.

- vi. A reference from a DP, Gaffer or Key Grip with 2 years experience does not meet a standard and is not an acceptable reference for any applicant.
- vii. If an applicant is relatively new to the industry, it is not a good idea for them to use as a reference someone with even less experience.

From the References we seek feedback about the applicant's suitability for membership. Not only about their abilities and experience but also if they are "team players", how they are with sharing knowledge, how respectful of others they are and how they give back.

7. In addition to the References provided on an application form, we will often reach out to other ICLS members who might know an applicant, in order to get an "Unvarnished" opinion of how well the candidate might "fit" into the Society. This has proved time and time again to be an excellent way to get a less biased opinion.
8. Committee members then look at all this individually and make comments about the suitability for membership and suggestions about what type of membership, Full, Associate, or None, the applicant should be offered. These comments become part of the application but are only visible to Committee members.
9. It requires a consensus of comments from a minimum of three Committee members to move forward with an application.
10. Once we have clear direction in the form of three comments, we post the applicants name and region on our Discord server for a minimum of seven days in the "new-applicants-posted-for-feedback" channel. The intent of this is to give any member with knowledge of an applicant the opportunity to weigh in on whether they should be admitted to membership or not. To preserve privacy this feedback is required to be in the form of an email to the Membership Committee.
11. At the meeting after the applicant has been posted to Discord for the one week minimum, we undertake a Final Review of the application including any feedback received from the membership both good and bad. We then take a vote and if successful, the candidate is offered membership in the ICLS in the category that the Committee determines they are currently qualified for.
12. If an applicant is offered membership, they are then sent an email informing them of this and given instructions for the next steps. At this point the Membership Committee's work on an application is done and it is handed off to the Secretariat to furnish the welcome package that includes: payment, login credentials, and others.

If you need further information on the membership process, please contact the Membership Committee via email [membership@iclsociety.com](mailto:membership@iclsociety.com)