

York Pride Officer Rules, Roles and Responsibilities

Updated: July 2015

1 Definitions

“**Committee**” refers to the York Pride committee.

“**Officer**” a named, support or liaison officer or pride ambassador of the York Pride committee

“**Pride**” refers to York Pride.

“**Constitution**” refers to the document entitled “York Pride Constitution” and is the governing document for the charity.

“**Charity**” refers to the York Pride Charitable Incorporated Organisation (CIO) whose only voting members will be the charity trustees.

2 General

This document is supplementary to the Constitution and should be read in conjunction with that document. It provides a general structure to the committee of York Pride, and should be adhered to at all times. It can also be amended at any time by a special meeting of the York Pride committee.

2.1 Election and terms of office

Officers are elected to serve in dedicated roles during their time on the committee.

- a) There are currently eleven ‘named officer’ positions which are granted full voting rights. These are: Chair; Vice Chair; Secretary; Treasurer; Events Officer; Fundraising and Sponsorship Officer; Parade Officer; Press and Marketing Officer; Stage Officer; Stallholders Officer; Web and Design Officer.
- b) Each 'named officer' shall also be required to act as a trustee of the charity. However, no one is entitled to act as a charity trustee or 'named officer' whether on appointment or on any re-appointment until they have expressly acknowledged their acceptance of the office of charity trustee. This requirement is satisfied by the trustee signing a trustee declaration form.

- c) The charity trustees will make available to each new charity trustee, on or before their first appointment:
 - i) a copy of the current version of the constitution;
 - ii) a copy of the CIO's latest Trustees' Annual Report and statement of accounts; and
 - iii) a copy of the minutes from the previous three meetings.
- d) 5 Informal or associate (non-voting) members 'support officers' with a named officer to assist are permitted to attend meetings and to assist and input where named officers see fit. These positions are: Stage Support Officer, Stallholders Support Officer, Sponsorship & Fundraising Support Officer, Events Support Officer, Parade Support Officer.
- e) A further number of Informal or associate (non-voting) members 'pride ambassadors' are permitted to attend meetings to assist and input where named officers see fit.
- f) In addition, there will be a further six informal or associate (non-voting) members, referred to as 'liaison officers'. They are not permitted to vote on actions that directly affect the running of the charity. (See clause 2.1g). These are: City of York Council Liaison Officer; North Yorkshire AIDS Action Liaison Officer; University of York Liaison Officer; York and District LGBT Forum Liaison Officer; York St John University Liaison Officer; Yorkshire MESMAC Liaison Officer. Where appropriate, the liaison officer positions will be elected by the various bodies themselves.
- g) Support and Liaison officers are not permitted to vote on the following:
 - i) election of new officers;
 - ii) election of new trustees;
 - iii) any grievances raised relating to a Pride officer;
 - iv) all decisions set out in Clause 18 of the constitution;or any other matter deemed necessary at the discretion of the Chair.
- h) The positions of Chair and Vice Chair will be elected once all other officer elections have taken place. These positions can be filled by any person who is a named officer, support officer, Pride ambassador or liaison officer. In the event that the positions are filled by a support officer, Pride ambassador or a liaison officer, the person shall be granted full voting rights as the positions dictate. However, in the event that the positions are filled by a named officer, that person shall not be granted an additional vote to that which they already receive as a named officer.
- i) All named officers, support officers and liaison officers are elected at the AGM to serve until the next AGM (if any officer is co-opted onto the committee after the AGM (in the event of a vacancy) they will serve until the next AGM).
- j) All named officers shall resign as trustees should they resign from their named officer role subject to limitations of clause 9.3a of the Constitution.
- k) An AGM will be held each year within one month of the annual summer Pride event.

2.2 Responsibilities of all Pride officers

Officers will at all times uphold the objects of York Pride, as defined in the constitution.

Officers will abide by any rulings as set out in the constitution, this document or as directed by the Chair.

On average, officers might dedicate two to four hours per week to Pride work (including attendance at regular meetings). In exceptional circumstances, such as in the week of the summer Pride event, officers might dedicate up to thirty hours. Officers' work for Pride will be unremunerated.

Each officer will be granted a dedicated Pride email address and expected to access this and respond to any correspondence accordingly on a regular basis.

All officers are expected to serve on any relevant rota, such as the rotas for any regular Pride events, where practicable. It is anticipated that it will be practicable for officers residing within the city of York to regularly serve on such a rota.

All officers, regardless of the office they hold, should exhibit the following qualities at all times:

- transparency, openness, honesty and courtesy in the discharge of all their functions as officers, in their dealings with other organisations, the general public, and with each other;
- loyalty to fellow officers and to the objects of York Pride in their dealings with third parties;
- when acting as a representative of York Pride (e.g. when staffing a Pride event), to ensure they act in a manner which will not bring the name or reputation of the organisation into disrepute.

2.3 Benefits afforded to officers

All named officers will have full voting rights at all Pride meetings. Each named officer will be entitled to one vote. Only the Chair may make two votes, only in the event that a casting vote is required.

All officers will be entitled to free entry to all Pride managed events.

All officers will be remunerated for expenses reasonably incurred in the discharge of their responsibilities.

All officers will be entitled to other such benefits as the York Pride committee shall from time to time determine but within the restrictions of the constitution.

2.4 Conduct of meetings

Meetings will be conducted in a comradely, orderly and democratic fashion, with respect and consideration given to every individual member of the committee.

In carrying out their duties, officers will at all times seek agreement and direction from the committee or sub group. Agreement may be sought either orally at meetings or in writing (usually by email). For matters requiring immediate action, or not requiring the assent of the entire committee, agreement may be sought from the Chair or Vice Chair.

Meetings are to be held on a regular basis (where the frequency will substantially increase in the run up to pride), and publicised in advance by the Secretary.

Named officers are expected to attend all meetings whenever possible, and if unavailable to give their apologies in advance to the Chair, Vice Chair and Secretary. Support officers are required to attend at least one in every two meetings, and liaison officers at least one in every three meetings.

Any Sub Group meetings (see 2.5) where any officer attends does count towards attending a meeting, however only Sub Group meetings where the officer is clearly shown to be a member of that Sub Group (see 2.5) and doesn't attend, can be counted as a missed meeting.

Any agenda items for discussion at a forthcoming meeting should be notified to the Secretary two days in advance of any meeting. Where not possible, the matter should instead be raised with the Chair as a last resort before the meeting commences.

2.5 Sub Groups

To assist in the smoother running of the committee 3 sub groups will be run. These groups are designed to be less formal than full committee meetings and more focused on specific areas. Following elections the sub groups will decide how often, when and where they will meet and these dates will then be circulated to the full committee.

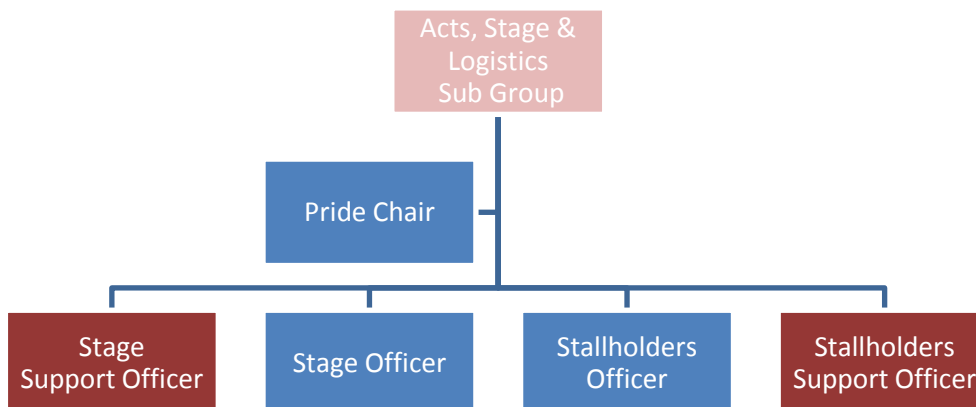
Sub Group meetings will have minutes taken and distributed and, if the secretary isn't present, minutes will be taken by another at the meeting. These minutes will then be distributed as normal to all members of the Pride Committee.

A Sub Group meeting can only take place if 1 or more trustees (named officers) are in attendance.

The 3 sub groups are:

- Acts, Stage & Logistics Sub Group.
- Sponsorship, Fundraising & Events Sub Group
- Theme & Parade Sub Group

Acts, Stage & Logistics Sub Group



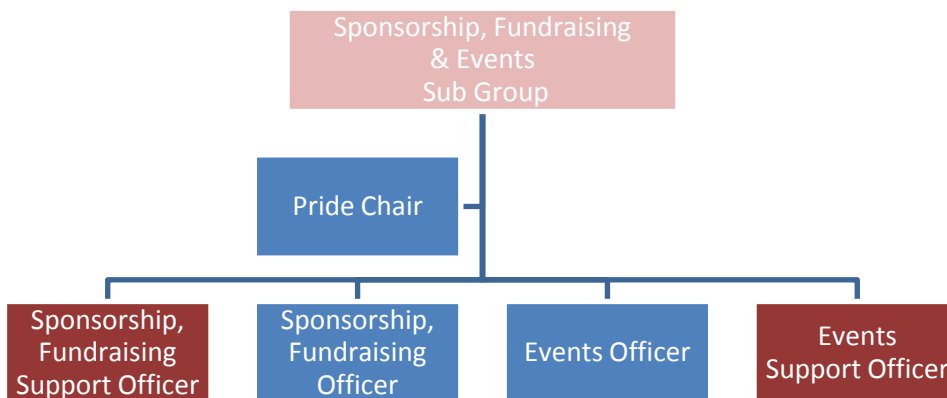
The Acts, Stage and Logistics sub group is responsible for all aspects of Pride day field entertainment, stalls and logistics. The group should aim to bring a fully costed, on budget, stage line-up for agreement to the main committee no later than by the end of February.

All minor stall decisions can be made by the sub group with the exception of the bar and food providers or any large field entertainment that may require financial investment decisions to be taken by the main committee. The tenders for these should be brought to the main committee for discussion no later than the end of March. The site layout for the day will be completed by the sub group with input from the Event Director and Deputy Event Director.

All logistical provisions such as fencing, toilets, first aid, stage and power for the field can be agreed by the sub group committee, so long as they are on or under budget and have received at least 2 written quotes from different providers. Any areas where quotes exceed budget should be brought to the main committee for immediate discussion.

Liaison will be needed with the Treasurer to ensure all stall money is invoiced as well as making sure all invoices are passed to the Treasurer for payment.

Sponsorship, Fundraising & Events Sub Group



The Sponsorship, Fundraising & Events sub group is responsible for bringing money into the organisation through external sponsorship as well as from community driven fundraising events such as Proud and other similar fundraising events.

The group shall take the lead on producing the "Get involved" sponsorship pack, which will require input from the Stallholders Officer, Parade Officer as well as the Web & Design Officer. This should be ready for distribution no later than the end of January with the final draft available to the main committee for final approval before then.

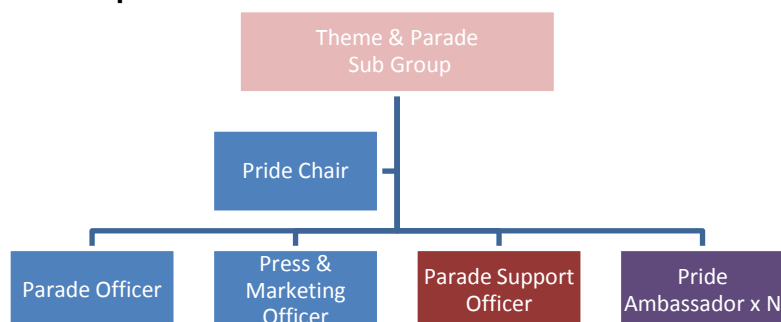
Once the "Get Involved" pack is complete the group is responsible for approaching businesses and organisations to discuss sponsorship opportunities for the forthcoming year. Liaison will be needed with the Treasurer to ensure all sponsorship commitments are invoiced in an efficient way.

The group is also responsible for new fundraising events and continuing previous successful events/activities such as raffle. Any new events should be fully costed and brought to the main committee for approval.

The group is also responsible for continuation of the wristband scheme. Liaison with the Theme & Parade sub group from time to time may be advantageous to avoid duplication when approaching businesses.

The Sponsorship, Fundraising & Events sub group is also responsible for arranging the hospitality and back stage refreshments for Pride day - some liaison with the Acts, Stage & Logistics sub group may be needed for this.

Theme & Parade Sub Group



The Theme & Parade sub group are responsible for determining the direction for the theme and purpose of Pride. This should continue with our Raise Your Rainbow theme for 2016 but not rule out incorporating other elements should a relevant issue arise.

Thought shall be given to alternatives to the 5ft x 3ft York Pride flags for smaller businesses who might struggle to display such a big item. A budget for furthering the theme shall be set and the group is free to use this to further the reach of Raise Your Rainbow as they see fit, without approval from the main committee.

The group is also responsible for improving and organising the parade, and looking at different ways to incorporate the theme into the Parade. The PA at the minster is also the responsibility of this sub group.

3 Officer roles

3.1 Chair (chair@yorkpride.org.uk)

The key responsibilities of the Chair are as follows:

- to build an effective team of officers, and to help build strong relationships within that team;
- to provide the committee with direction, and a development plan for the year ahead;
- to facilitate all meetings of the committee, ensuring effective decision making, enabling officers and ensuring actions agreed by the committee are completed;
- working with the Secretary, to set an agenda and venue for committee meetings;
- to assist all officers in their own individual roles wherever necessary;
- to ensure all officers are engaged and informed, encouraging participation;
- to be ultimately responsible for all liabilities of the committee;
- to inform the rest of the committee of any complaints, disputes or allegations that may arise from time to time – through email, ordinary meetings or extraordinary meetings as appropriate and to ensure a satisfactory resolution is reached;
- to act as the public face of York Pride, undertaking and conducting media interviews;
- to oversee the operational and diagnostic aspects of major Pride events, to include engaging and meeting with relevant authorities, bodies, their staff and elected members along with completing paperwork therein;
- to delegate any of the above responsibilities if appropriate to do so;
- to undertake such other responsibilities as the committee shall from time to time determine.

In addition to these responsibilities, the Chair should:

- be reliable, flexible and impartial;
- be able to exert authority, demonstrate positive leadership and gain consensus in order to avoid conflict within the committee.

3.2 Vice Chair (vicechair@yorkpride.org.uk)

The key responsibilities of the Vice Chair are as follows:

- to support the Chair in all aspects of the Chair's role;
- whilst the Chair's role is to oversee the broad strategic direction of York Pride, the Vice Chair is to focus on its day-to-day operational management. The Vice Chair should therefore have an eye to the minutiae of the committee's activities, freeing the Chair to concentrate on the broader direction of the committee;
- to act, confidentially, as a critical friend to the Chair, providing frank guidance and feedback when necessary;
- to guide, advise and assist all other officers as required;
- in the absence of the Chair, to facilitate meetings and speak on behalf of the Chair;
- unless otherwise directed, to act as spokesperson in the media for York Pride where the Chair is unavailable, in conjunction with the Press and Marketing Officer;

- to oversee the recruitment of volunteers and Pride officers;
- work closely alongside the Chair in realising the latter's vision for direction of the organisation over the course of the year, exhibiting a strong and united leadership;
- to act as mediator in disputes between any individual officers, ensuring the Chair is kept informed;
- to be responsible for the pastoral care of Pride officers, ensuring the Chair is kept informed where necessary. Committee members are encouraged to raise such matters with the Vice Chair;
- to undertake such other responsibilities as the committee shall from time to time determine.

In addition to these responsibilities, the Vice Chair should:

- be diplomatic and approachable at all times, in particular when managing the pastoral care of officers and mediating disputes.

3.3 Secretary (secretary@yorkpride.org.uk)

The key responsibilities of the Secretary are as follows:

- in conjunction with the Chair, to organise and set the agenda and venue for committee meetings;
- to take minutes of:
 - appointments of officers made by the charity trustees;
 - proceedings at general meetings of the CIO;
 - meetings of the charity trustees and committees of charity trustees including, the names of the trustees present at the meeting, the decisions made at the meetings; and where appropriate the reasons for the decisions;
 - decisions made by the charity trustees otherwise than in meetings;
 and distribute these to all officers, holding a copy on record;
- to process all internal and external correspondence as quickly as possible;
- to look for and implement opportunities to improve and develop the administrative operation of the committee and also act as facilitator for organisational improvements or changes requested by the committee or Chair/Vice Chair;
- to keep an updated copy of the names and contact details of all committee members;
- to keep a copy of all documents (i.e. constitution) on file and make these available as and when requested;
- to undertake such other responsibilities as the committee shall from time to time determine.

In addition to these responsibilities, the Secretary should:

- demonstrate a strong command of written English, and a willingness to pay close attention to the accuracy and appropriateness of spelling, grammar and syntax in preparing minutes and other Pride documentation.

3.4 Treasurer (treasurer@yorkpride.org.uk)

The key responsibilities of the Treasurer are as follows:

- to maintain an overview and provide sound management of the finances of York Pride;
- to promote value for money and sound investment in order to assist officers in advancing the objects of York Pride;
- to provide a financial report, including an up-to-date account balance to officers at committee meetings and to prepare accounts to be scrutinised by both internal and external parties on request;

- The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.
- to keep up-to-date and accurate financial records and accounts, make withdrawals and credits at the bank and ensure prompt payment of all expenditure (following approval of the committee);
- to offer budgetary advice regarding Pride events to officers;
- to provide projections for estimated income and expenditure for the current pride year;
- to oversee the remuneration of any expenses of officers;
- to ensure all officers understand the financial position and procedures of York Pride;
- to assist the Fundraising and Sponsorship Officer in efforts to raise funds;
- to undertake such other responsibilities as the committee shall from time to time determine.

In addition to these responsibilities, the Treasurer should:

- be meticulous in the scrutiny and recording of financial planning and transactions;
- be prepared to exhibit complete independence in safeguarding the principles of sound financial management.

3.5 Events Officer (events@yorkpride.org.uk)

The key responsibilities of the Events Officer are as follows:

- to oversee the organisation of and develop regular York Pride fundraising events;
- to establish and manage a fair and effective rota of volunteers required for each event, to be planned at least one month in advance;
- to resolve any issues concerning the rota for events;
- to ensure all supplies, as shall from time to time be necessary for events (such as lollipops, condoms, money floats and decorations), are made available at each event;
- to bring ideas for new events and one-off themes for regular events to the committee for approval, working with the Treasurer and Fundraising and Sponsorship Officer to provide a projected profit;
- to ensure feedback about regular York Pride events is collated and fed back to the committee, with all complaints brought to the attention of the Chair within 48 hours;
- to promote events, including use of social media and photography, to maximise attendance and funding to support Pride;
- to understand that extra funds are vital to enhance the major Pride events and to implement the work of the committee. To this end, to identify and organise a range of events to help maintain a healthy balance of both capital and reserves for York Pride;
- to work alongside the Treasurer in ensuring that York Pride events are profitable and are not undertaken with undue financial risk;
- to undertake such other responsibilities as the committee shall from time to time determine.

3.6 Fundraising and Sponsorship Officer (sponsorship@yorkpride.org.uk)

The key responsibilities of the Fundraising and Sponsorship Officer are as follows:

- to oversee grant applications and source new possibilities for funding and sponsorship from charities, businesses and individuals;
- to assist in the development of fundraising for York Pride, in order to maintain a healthy balance of both capital and reserves;
- to understand that to further develop both the summer Pride event and the work of the committee, extra funds are vital;
- to demonstrate a pro-active approach to fundraising and find new and inventive ways of securing further subsidy, and demonstrate these to the committee for further discussion and delegation;
- to maintain and develop further the wristband discount scheme for the summer Pride event;

- to undertake such other responsibilities as the committee shall from time to time determine.

3.7 Parade Officer (parade@yorkpride.org.uk)

The key responsibilities of the Parade Officer are as follows:

- to oversee the organisation of the parade as part of the summer Pride event;
- to actively seek and attract new and existing charities, organisations, political parties, companies and statutory bodies to participate in the parade;
- to secure necessary visual elements required for a parade (floats, giant flag, drummers etc.);
- to liaise with City of York Council, North Yorkshire Police and any other relevant bodies to ensure the appropriate legal road closures are in place (to include paperwork, parade manual, risk assessments, permits, bollard removal, and insurance);
- to assist in seeking sponsorship for the parade;
- be well-prepared and thoroughly plan ahead, both in terms of the physical route and methods of work for the parade, and be expected to operate alongside the other officers to ensure everything runs as smoothly as possible;
- to ensure any organisations or statutory bodies sign appropriate paperwork to be part of the parade;
- to take lead of the parade and to direct as appropriate;
- to undertake such other responsibilities as the committee shall from time to time determine.

3.8 Press and Marketing Officer (press@yorkpride.org.uk)

The key responsibilities of the Press and Marketing Officer are as follows:

- to oversee and undertake the management of all media interest in York Pride, to promote Pride activities, campaigns and events;
- provide a strong grasp of both written and spoken English and demonstrate both tenacity and determination, particularly when faced with negative attitudes or rejection as necessitated by the nature of the position. In this context, to provide text and copy for use in Pride media, marketing and fundraising/sponsorship activities and campaigns;
- with the approval of the committee, to write and issue all press releases, liaise with local and national media and build an effective relationship with these organisations and their staff;
- to oversee the marketing of all events, including major Pride events, working with the media, sponsors and potential sponsors, and partner organisations, to promote Pride themes and supporting bodies;
- to respond to all media enquiries and ensure that a Pride response is provided, including, where the Chair and Vice Chair are unavailable, the undertaking of media interviews;
- to contribute to the development of a theme for the summer Pride event, presenting ideas to the committee for further discussion and development;
- to undertake such other responsibilities as the committee shall from time to time determine.

In addition to these responsibilities, the Press and Marketing Officer should:

- demonstrate a strong grasp of both written and spoken English;
- demonstrate both tenacity and determination, particularly when communicating a positive message in the face of persistent negative attitudes.

3.9 Stage Officer (stage@yorkpride.org.uk)

The key responsibilities of the Stage Officer are as follows;

- to actively seek new acts for all major Pride events;
- to seek a detailed list, including costings and requests, of potential acts including hosts (both local and household names) for the stage at major Pride events, for approval by the officers

- ahead of the line-up confirmation and book accordingly;
- to source quotes for staging, lighting, LED screens, cameras, back stage areas, refreshments etc. for approval by the officers and book accordingly (subject to committee approval);
- to provide costings and information for stage management at the summer Pride event;
- to take the lead in the proceedings in the summer Pride event with regards to acts, and to ensure all those involved are both organised accordingly and looked after;
- to be well-prepared and thoroughly plan ahead, both in terms of the physical layout on-site and methods of work for the summer Pride event, and be expected to operate alongside the other officers to ensure everything runs as smoothly as possible;
- to undertake such other responsibilities as the committee shall from time to time determine.

3.10 Stallholders Officer (stallholders@yorkpride.org.uk)

The key responsibilities of the Stallholders Officer are as follows:

- to actively seek stallholders for the summer Pride event;
- to seek new stallholders, as well as ensuring the return of previous attendees as directed by the committee;
- to seek a detailed list of quotes for infrastructure needed for major pride events (such as toilets, fencing etc.) for the committee to approve, and book as appropriate;
- to ensure all stallholders sign appropriate paperwork, are briefed accordingly and to ensure payments for stalls are made;
- to ensure stallholders who require a licence to trade from City of York Council are aware of their requirement and responsibility;
- to take the lead in the proceedings in major Pride events with regards to stallholders, and to ensure all those involved are both organised accordingly and looked after;
- to be well-prepared and thoroughly plan ahead, both in terms of the physical layout on-site and methods of work for major Pride events, and to be expected to operate alongside the other officers to ensure everything runs as smoothly as possible;
- to undertake such other responsibilities as the committee shall from time to time determine.

3.11 Web and Design Officer (webmaster@yorkpride.org.uk)

The key responsibilities of the Web and Design Officer are as follows:

- to maintain a working website and ensure that it seeks to both educate and inform the public about the objects and activities of York Pride, and ensure that the website is kept regularly updated;
- to manage the website domain name and hosting;
- to oversee the appearance of the website, ensuring that it is true to the spirit of York Pride's branding;
- to facilitate and manage email accounts for each officer, issuing guidance on their use and resolving technical issues;
- to oversee the management of York Pride's social media presence and to behave appropriately and with discretion when interacting via social media. To intervene as soon as is possible to censor any inappropriate social media communications by others on behalf of York Pride;
- to have regular access to a computer with an internet connection, ideally having access to an internet-enabled phone;
- to work with all officers to ensure their areas of responsibility are suitably represented on the website and to liaise with them about content;
- to oversee the design of all materials for Pride events;
- to seek prior approval for new printed materials prior to printing. All designs will need to be endorsed by the committee prior to release and the officer must be willing to accommodate suggestions and receive constructive feedback as part of this process;

- to oversee and develop York Pride's branding and corporate image, ensuring consistency in all published material;
- to be responsible for researching the format relevant to each material and request quotes at the most competitive prices, negotiating as necessary and building and maintaining good working relationships with local printing companies;
- to ensure the distribution of all printed and web-based media to relevant persons and businesses, to ensure maximum impact and advertisement ahead of Pride events;
- to undertake such other responsibilities as the committee shall from time to time determine.

In addition to these responsibilities, the Web and Design Officer should:

- be good at managing their time and meeting – occasionally tight – deadlines as required by both individual officers and the committee.

3.12 Support officers (supportofficers@yorkpride.org.uk)

The key responsibilities of support officers are as follows:

- to assist named officers in the day-to-day fulfilment of their current roles, with particular emphasis on ensuring effective communication both between officers and to external destinations;
- to be available to assist in whatever way necessary at the summer Pride event and to this end to be flexible and hard-working;
- to have strong communication skills and a familiarity with all current forms of communication utilised by both the committee and modern society as activities may include anything from distributing printed material to sending e-mails or phoning local businesses;
- to particularly offer support to the Fundraising and Sponsorship Officer, Parade Officer, Stage Officer and Stallholders Officer;
- to assist in recruiting new volunteers and potential officers;
- to undertake such other responsibilities as the committee shall from time to time determine.

3.13 Liaison officers (liaisonofficers@yorkpride.org.uk)

The key responsibilities of liaison officers are as follows:

- to represent their own statutory bodies or individual communities, feeding back where appropriate to allow York Pride to further develop in these critical areas;
- where applicable, to help address a lack of representation within certain strands of the LGBT community;
- to assist in recruiting new volunteers and potential officers;
- to assist officers in the fulfilment of their current roles where possible;
- to be available to assist in whatever way necessary at the summer Pride event and to this end to be flexible and hard-working;
- ideally, to belong to and maintain a presence within the represented group; to undertake such other responsibilities as the committee shall from time to time determine.

3.14 Pride Ambassadors (ambassadors@yorkpride.org.uk)

The key responsibilities of pride ambassadors are as follows:

- to further the reach of the pride theme
- to be available to assist in whatever way necessary at the summer Pride event and to this end to be flexible and hard-working;
- to have strong communication skills and a familiarity with all current forms of communication utilised by both the committee and modern society as activities may include anything from distributing printed material to sending e-mails or phoning local businesses;

- to assist in recruiting new volunteers and potential officers;
- to undertake such other responsibilities as the committee shall from time to time determine.

3.15 Elected officers

The following positions and persons were elected to serve on the York Pride committee for 2015/2016:

TBC