

York Pride Committee Structure 2019

These roles descriptions are shortened versions to give a flavour of the role, full descriptions are available in the roles and responsibilities document.

Officers (Trustees)

Chair

Help build strong relationships within the team, to provide the committee with direction, and a development plan for the year ahead. Chair committee meetings. To be ultimately responsible for all liabilities of the committee

Vice Chair

To support the Chair in all aspects of the Chair's role. To act, confidentially, as a critical friend to the Chair, providing frank guidance and feedback when necessary. Chair meetings in the Chair's absence.

Secretary

To produce agendas ahead of meetings in conjunction with the Chair, take accurate minutes at meetings and ensure they are distributed in a timely manner to the committee.

Treasurer

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. 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.

Community Events Officer

Oversee, plan and facilitate a wide range of York Pride branded community events. These should be inclusive and diverse with a view to running on a break even/not for profit basis. But engaging with a wide spectrum of the community. To support the fundraising and events officer in delivering their fundraising driven events.

Fundraising & Events Officer

Oversee, plan and facilitate a wide range of York Pride branded events. These should be inclusive and diverse with a strong focus on raising funds to help with funding for the main York Pride event. To support the community events officer in delivering their community driven events.

Sponsorship Officer

To oversee grant applications and source new possibilities for funding and sponsorship from charities, businesses and individuals. A close working relationship with Stalls and Parade officers is important so they are aware what has been offered to sponsors.



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Parade Officer

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.

Stage Officer

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.

Stalls & Logistics Officer

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.

Marketing Officer

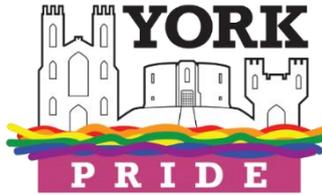
To oversee and undertake the management of all media interest in York Pride, to promote Pride activities, campaigns and events. Provide a strong grasp of both written and spoken English and demonstrate both tenacity and determination, particularly when faced with negative attitudes or rejection as necessitated 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.

Social Media Officer

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.

Web and Design Officer

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 facilitate and manage email accounts for each officer, issuing guidance on their use and resolving technical issues.



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Accessibility and Inclusion Officer

To advise the committee on ensuring our events are accessible and inclusive to everyone. Offering potential solutions and actions on how to make York Pride as inclusive and accessible to as many people as possible. Focus on any specific grants and funding opportunities that are available to implement recommendations is also a key element of the role.

Support Officers

Deputy Sponsorship Officer

To work closely with the Sponsorship Officer in securing sponsorship, grants and other revenue streams.

Deputy Parade Officer

To work with the Parade Officer to ensure the Parade is a successful and enjoyable part of the Pride day.

Deputy Stalls & Logistics Officer

To work with the stalls and logistics officer to deliver a well planned, and well attended festival site.

Pride Ambassadors

Parade Ambassador

To work with the Parade Officer and Deputy Parade Officer on the York Pride Parade.

Stalls Ambassador (X2)

To work with the Stalls and Logistics officer and Deputy Stalls and Logistics Officer on the York Pride festival site, both pre event planning and on the day running of the site.

Wristband Scheme Co Ordinator

To deliver the "York Pride Wristband Scheme" which involves liaising with local businesses who offer discount for those with a York Pride wristband.

Schools Ambassador

To work with local schools as the main point of contact for their involvement with York Pride.

Trans Ambassador

To work with the Trans community to ensure our events are inclusive and representative and offer suggestions on how to improve the Trans Inclusiveness of York Pride.