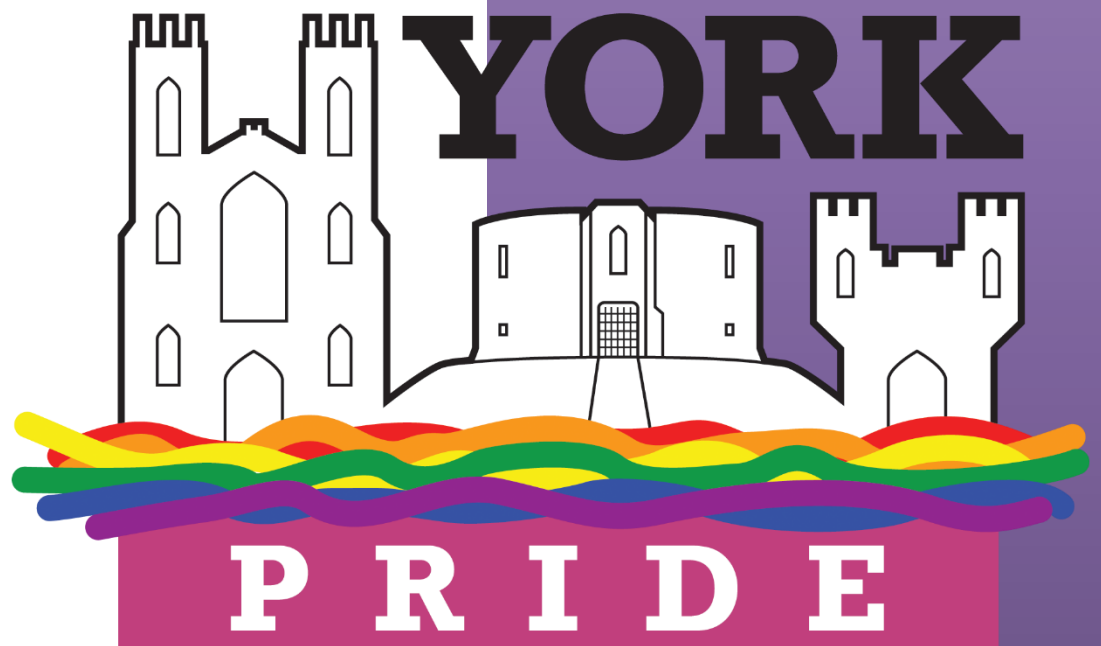


# York Pride Officer Rules, Roles and Responsibilities



Updated: June 2020

## 1 Definitions

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

“**Named Director**” a named director is an elected member of the York Pride committee who is in charge of the organising of a named area.

“**Deputy Director**” is a supporting officer that deputises to their corresponding Named Director.

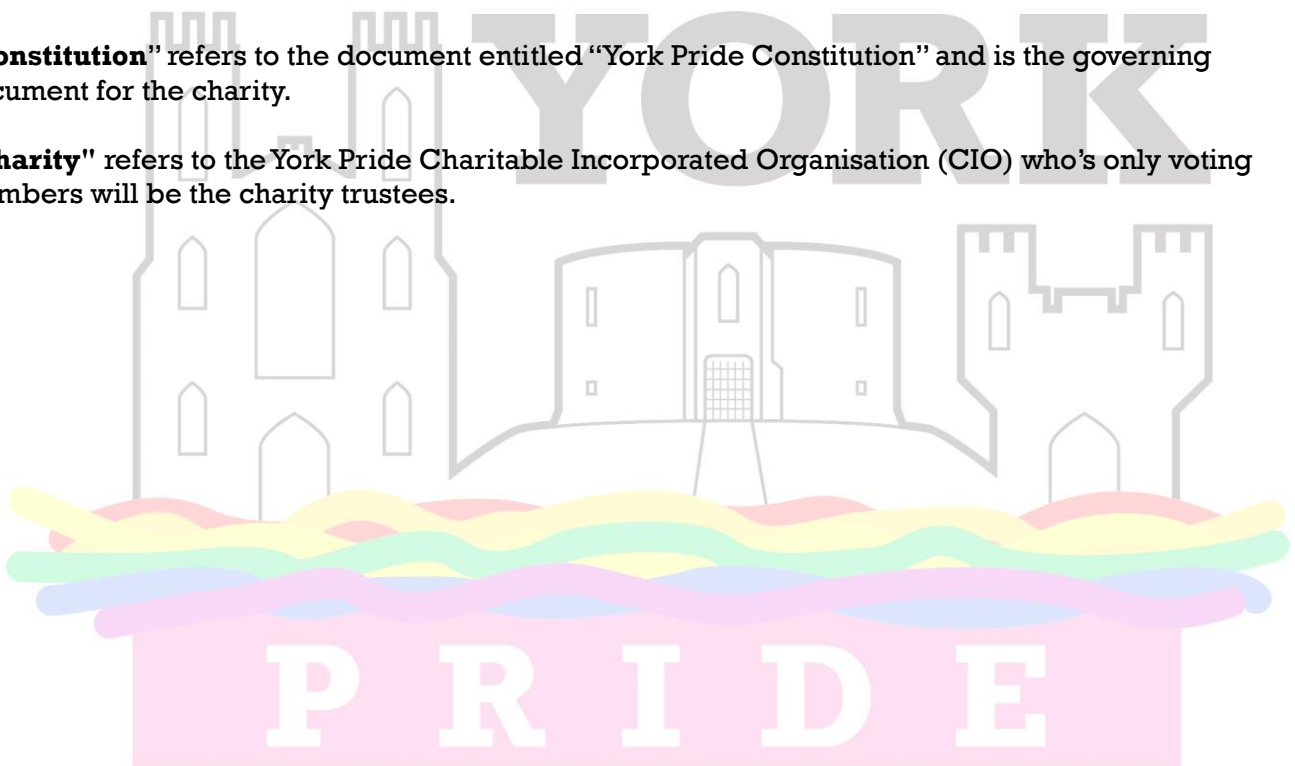
“**Pride Ambassador**” is a supporting officer to their corresponding Named Director.

“**Trustee**” is an elected member of the York Pride committee, that has voting rights, that has completed a trustee declaration form.

“**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) who’s 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.

### **Election and terms of office**

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

- a) There are currently 15 'named Director' positions which are granted full voting rights. These are: Chair & Event Director; Vice Chair; Secretary; Treasurer; Community Events Director; Fundraising & Events Director; Sponsorship & Fundraising Director; Parade Director; Volunteer Director; Stage Director; Stalls & Logistics Director; Press & Publicity Director; Design & Branding Director; Website, E-Commerce & Wristband Scheme Director; Accessibility & Inclusion Director.
- b) Each 'named Director' 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 Director' 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) Informal or associate (non-voting) members are permitted to attend meetings and to assist and input where named Directors see fit. These positions are: Deputy Parade Director – Logistics; Deputy Parade Director – Participation; Deputy Stalls & Logistics Director; Deputy Stage Director; Deputy Sponsorship & Fundraising Director.
- e) A further number of Informal or associate (non-voting) members (Pride Ambassadors) are permitted to attend meetings to assist and input where named Directors see fit. These positions are: Parade Ambassador; Community Engagement Ambassadors; Stalls Ambassador; Schools Ambassador; Gender Diversity Ambassador; BAME Ambassador; Pride Ambassador.
- f) Non- trustees 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.
- g) 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 Director, Deputy Director, Pride Ambassador. In the event that the positions are filled by a Deputy Director, 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 Director, that person shall not be granted an additional vote to that which they already receive as a named Director.
- h) All named Directors, Deputy Directors and Pride Ambassadors 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).

- i) All named Directors shall resign as trustees should they resign from their named Director role subject to limitations of clause 9.3a of the Constitution.
- j) An AGM will be held each year within one month of the annual summer Pride event.

### **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;
- abide by any governing document or manual relating to conduct or service as seen fit.

### **Benefits afforded to officers**

All named Directors will have full voting rights at all Pride meetings. Each named Director 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.

### **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 subgroup. 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.

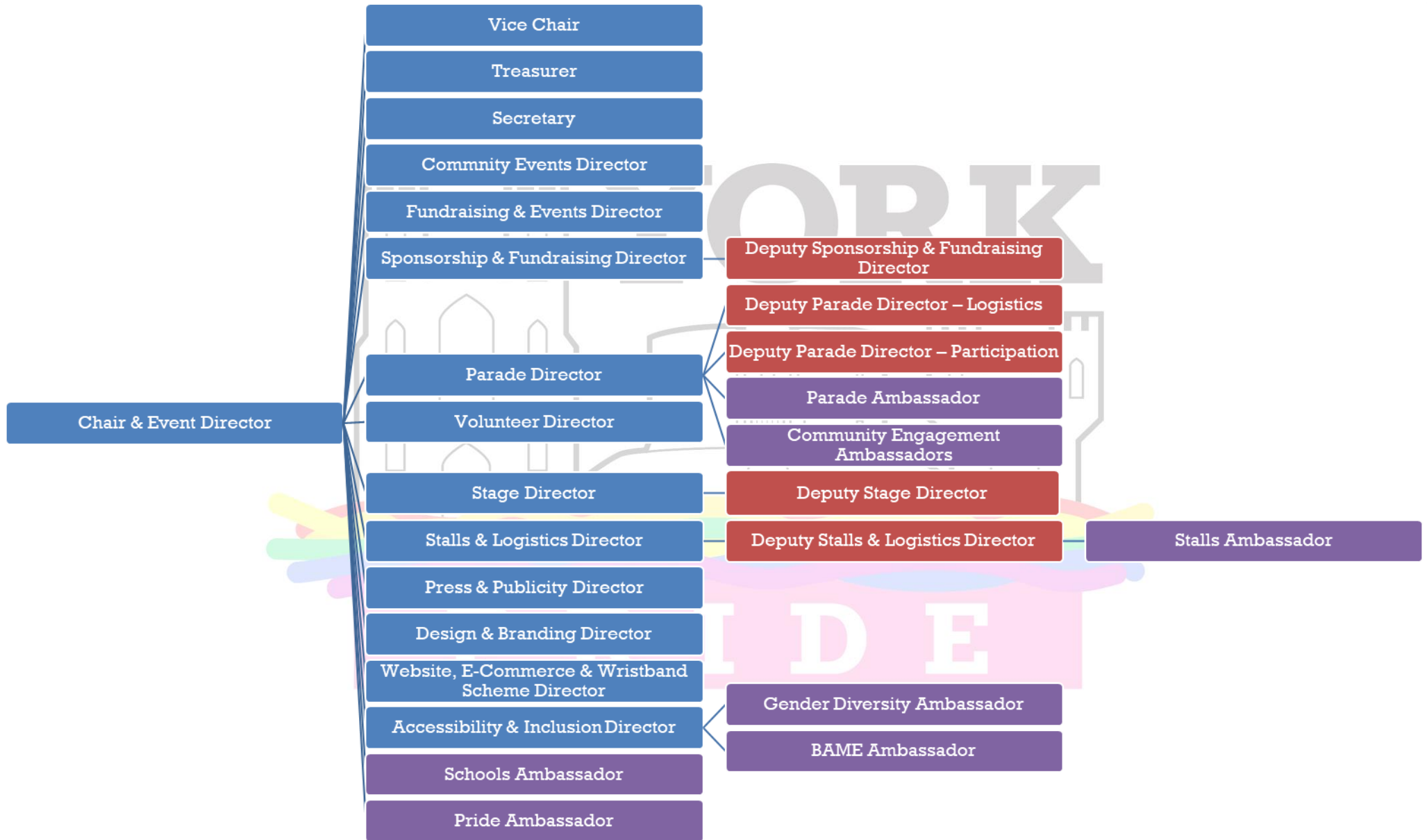
Named Directors are expected to attend all meetings whenever possible, and if unavailable to give their apologies in advance to the Chair, Vice Chair and Secretary. Deputy Directors are required to attend at least one in every two meetings.

Any Subgroup meetings (see 3) where any officer attends does count towards attending a meeting, however only Subgroup meetings where the officer is clearly shown to be a member of that Subgroup (see 3) 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.



### 3 Committee Structure



## 4 Subgroups

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 subgroups will decide how often, when and where they will meet and these dates will then be circulated to the full committee.

Subgroup 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 Subgroup meeting can only take place if 1 or more trustees (named Directors) are in attendance.

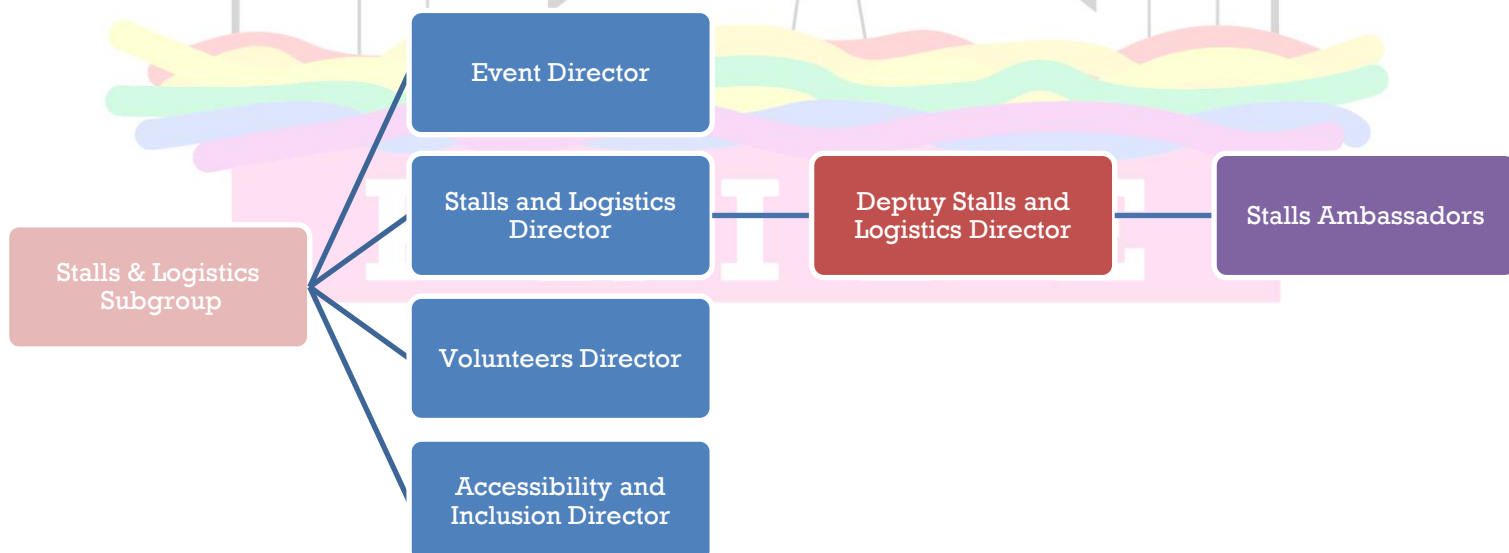
The 3 sub-groups are:

- Stalls & Logistics Subgroup.
- Sponsorship, Fundraising & Events Subgroup
- Parade Subgroup

There may arise a need for additional subgroups to be formed on an ad-hoc basis. These will be operated in the same manner as outlined above.

### Stalls & Logistics Subgroup

The Stalls and Logistics sub group is responsible for all aspects of Pride day field entertainment, stalls and logistics.



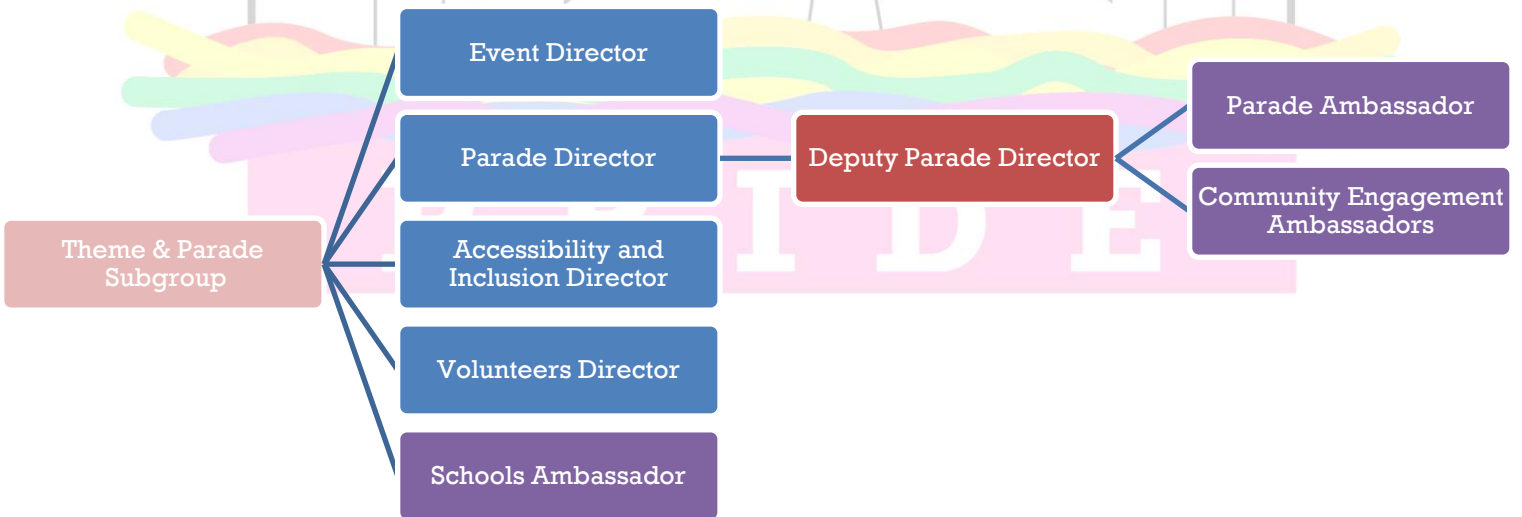
## Sponsorship, Fundraising & Events Subgroup

The Sponsorship, Fundraising & Events subgroup is responsible for bringing money into the organisation through external sponsorship as well as from community driven fundraising events.



## Parade Subgroup

This subgroup is responsible for the organisation and planning of the parade.





## 5 Named Director Roles & Trustees

### Chair & Event Director

**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. This role is taken in addition to another named Director role.**

*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.*



PRIDE

## 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. This role is taken in addition to another named Director role.**

*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.*



**PRIDE**

## 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.**

*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.*



**PRIDE**

## 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.**

*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.*



**PRIDE**

## Community Events Director

**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 breakeven/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.**

*The key responsibilities of the Community Events Director are as follows:*

- *to oversee the organisation of and develop regular York Pride social 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 social events (such as lollipops, condoms, money floats and decorations), are made available at each event;*
- *to bring ideas for new social events to the committee for approval*
- *to ensure feedback about regular York Pride social events is collated and fed back to the committee, with all complaints brought to the attention of the Chair within 48 hours;*
- *to support the social media officer and press and marketing office in promoting social events, including use of social media and photography, to maximise attendance*
- *to understand that a diverse mix of events is important to the LGBT community of York;*
- *to try to ensure social events break even wherever possible and are not undertaken with undue financial risk;*
- *to support the fundraising and events officer in delivering their fundraising driven events.*
- *to undertake such other responsibilities as the committee shall from time to time determine.*



## Fundraising & Events Director

**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.**

*The key responsibilities of the Fundraising and Events Director are as follows:*

- *to lead in the development of fundraising ideas for York Pride (excluding sponsorship agreements), 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.*
- *focus on events where “turning a profit” is the main goal*
- *support the events officer with social events*



## Sponsorship & Fundraising Director

**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 teams is important so they are aware what has been offered to sponsors.**

*The key responsibilities of the Sponsorship Officer are as follows:*

- *to oversee grant applications and source new possibilities for funding and sponsorship from charities, businesses and individuals;*
- *to understand that to further develop both the summer Pride event and the work of the committee, extra funds are vital;*
- *to support the Fundraising & Events Officer & Events Officer in their roles*
- *to undertake such other responsibilities as the committee shall from time to time determine.*

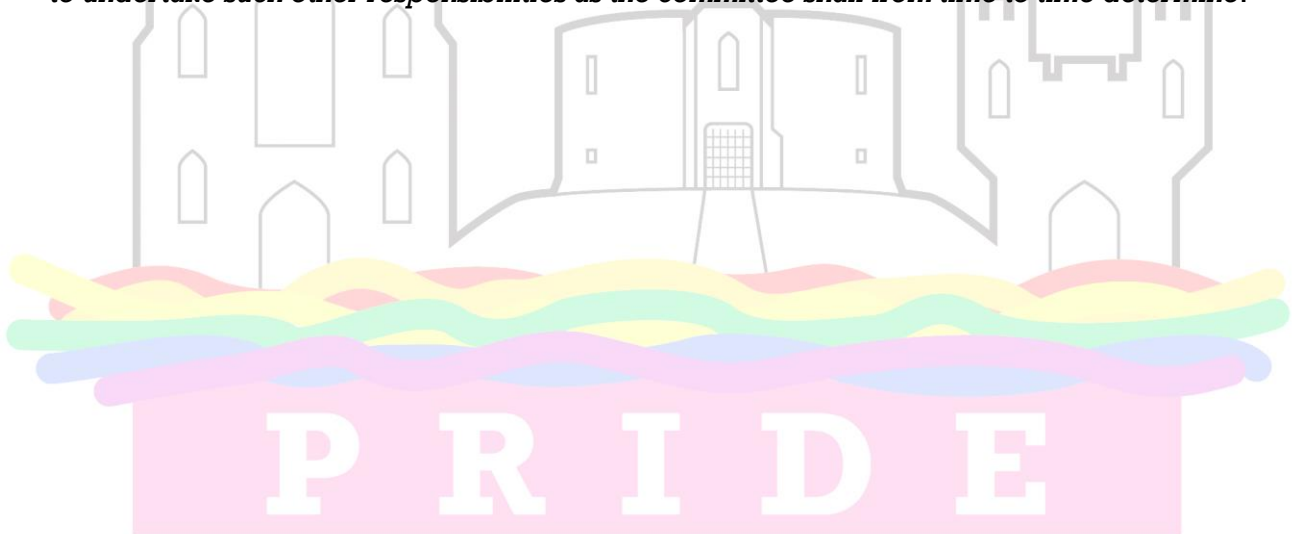


## Parade Director

**To oversee the organisation/logistics of the parade as part of the summer Pride event. 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. Overall responsibility for the parade on the day. To manage the parade subgroup to ensure the smooth running of the parade.**

*The key responsibilities of the Parade Director 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.*





## Volunteer Director

**To organise, recruit, train and involve volunteers to support the York Pride festival and Parade. Working with the Parade & Stalls team to ensure volunteers are available when required.**

*The key responsibilities of the Volunteer Director are as follows:*

- *To actively seek “Pride Day” volunteers for both stalls, logistics, parade and retail roles;*
- *To liaise with Press & Marketing Director & Design and Branding Director to produce all required materials; including social media posts, volunteer recruitment and information pack and volunteers e-signup form;*
- *To communicate requirements of volunteers and assist in delivering any training required;*
- *To contribute to the creation of the “Event Manual”;*
- *to undertake such other responsibilities as the committee shall from time to time determine.*



## Stage Director

**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.**

*The key responsibilities of the Stage Director 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.*

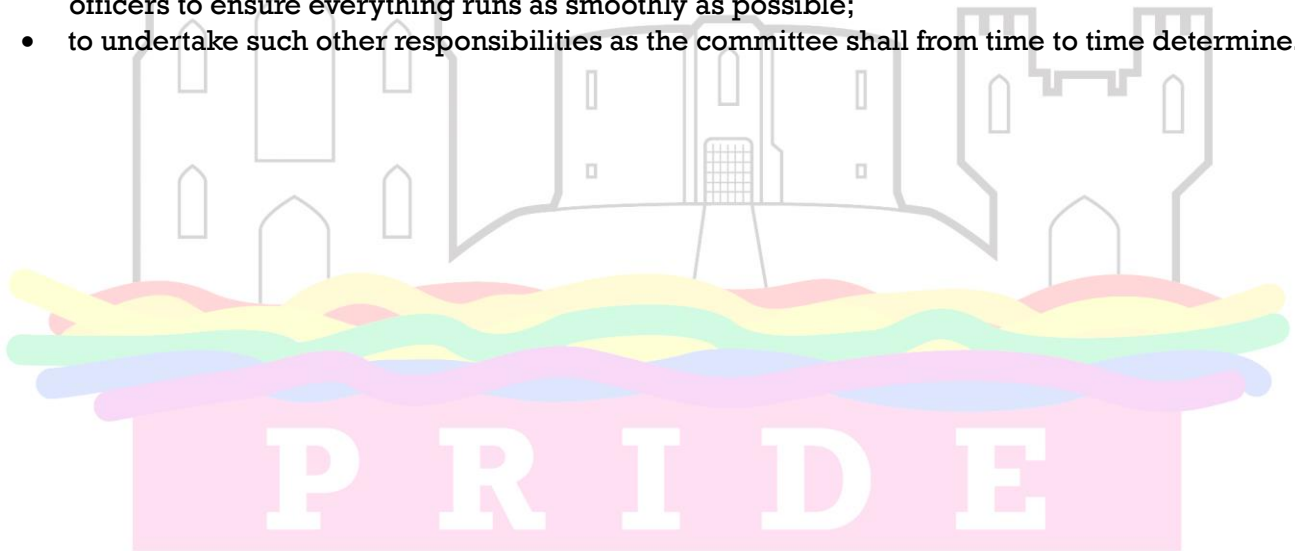


## Stalls & Logistics Director

**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.**

The key responsibilities of the Stalls & Logistics Director 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.



## Press & Publicity Director

**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. Oversee the general direction for York Pride Social Media dividing up social media workload with the rest of the marketing team.**

The key responsibilities of the Press & Publicity Director 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.

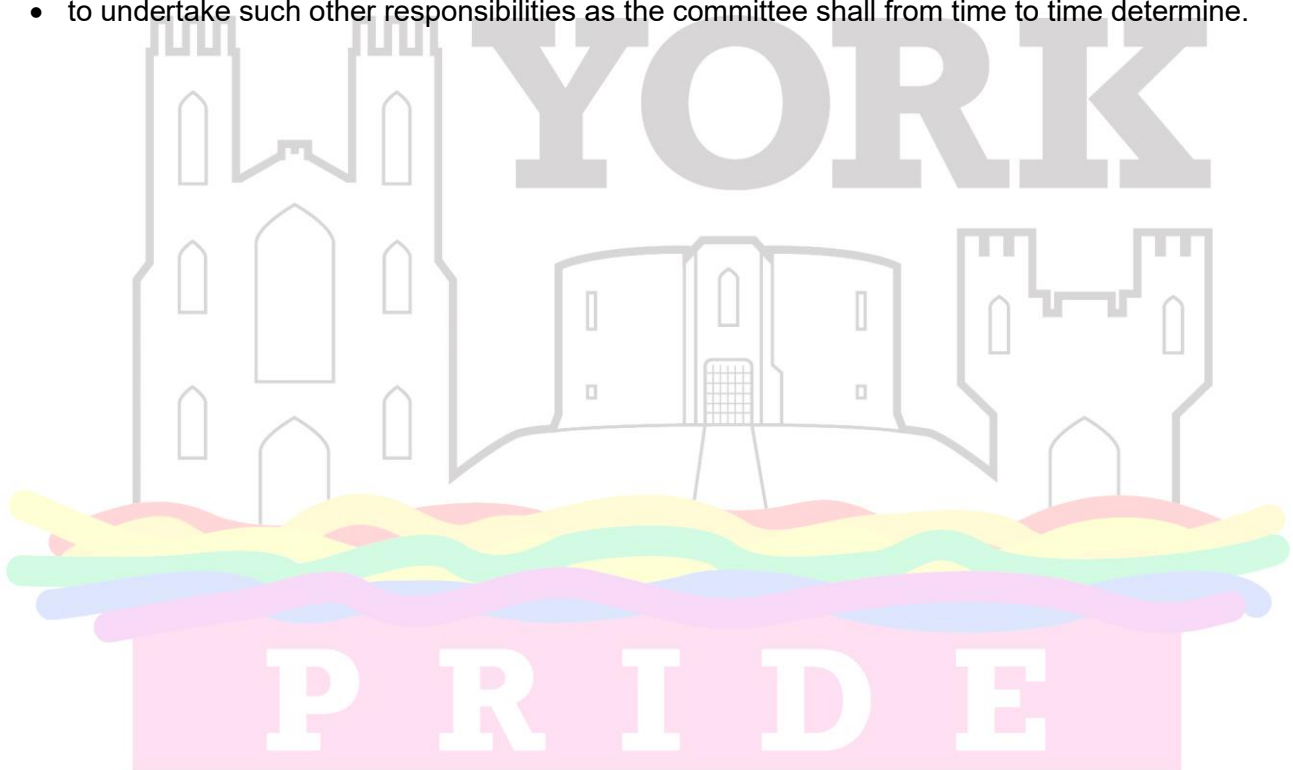


## Design & Branding Director

**To design and create all York Pride branded materials & artwork. Working closely with the marketing team and working to occasional tight deadlines. The candidate should be open to feedback from other members of the committee. Previous experience in this type of role is paramount – examples of work would be desirable.**

The key responsibilities of the Design & Branding Director are as follows:

- to liaise with Pride Directors to create attractive and engaging content coherent with the York Pride brand;
- to oversee the design of all materials for Pride events;
- 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 undertake such other responsibilities as the committee shall from time to time determine.

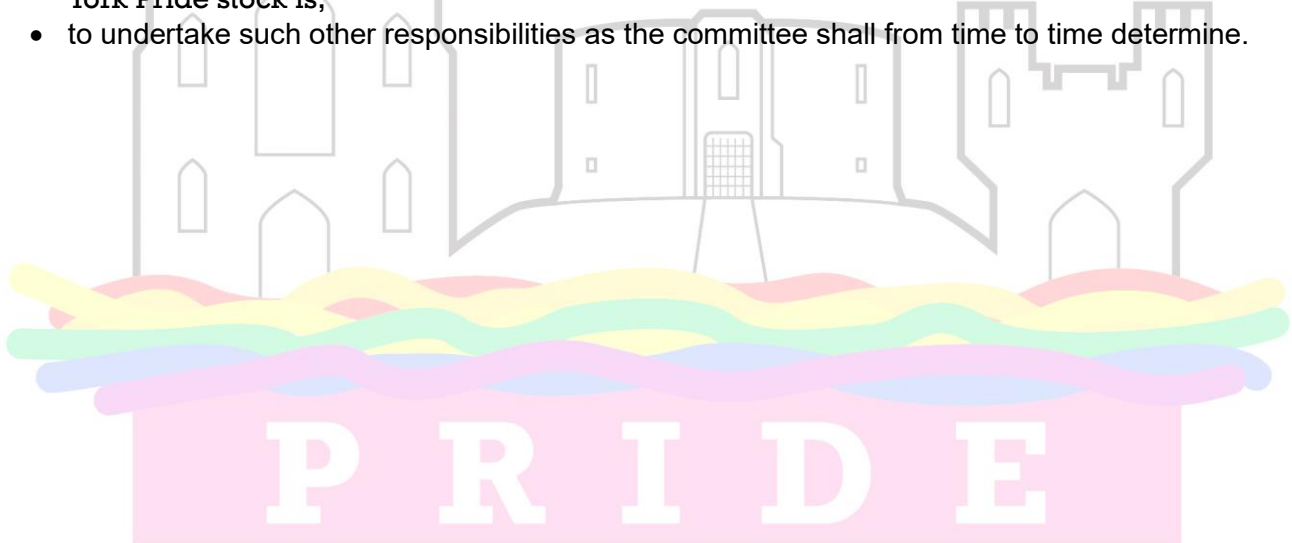


## Website, E-Commerce & Wristband Scheme Director

**Working closely with the marketing team to ensure the York Pride website and online shop is kept up to date. Taking ownership to deliver the York Pride wristband scheme & liaise with and expand stockists of York Pride Merchandise (potentially via Sponsorship Team and Parade Team) to ensure merchandise is accounted for on a sale or return basis and monies/stock received back following the Pride event a robust and accountable paper trail should be available at all times, identifying where York Pride stock is at all times.**

The key responsibilities of the Website, E-Commerce and Wristband Scheme Director are as follows:

- to ensure the York Pride website is kept up to date with relevant stories, information and press releases;
- to ensure all York Pride merchandise is available for sale online;
- to take ownership of the York Pride Wristband Scheme; encouraging sign up from local businesses who offer discounts to wristband holders;
- to ensure York Pride meets all its responsibilities to Wristband Scheme members with suitable listings on our website;
- to liaise with, and expand, stockists of York Pride Merchandise (potentially via Sponsorship Team and Parade Team) ;
- to ensure merchandise is accounted for on a sale or return basis and monies/stock received back following the Pride event;
- to ensure a robust and accountable paper trail is be available at all times, identifying where York Pride stock is;
- to undertake such other responsibilities as the committee shall from time to time determine.



## Accessibility & Inclusion Director

**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. This role also oversees the work of the Gender Diversity Ambassador and the BAME Ambassador.**

The key responsibilities of the Accessibility & Inclusion Director are as follows:

- to ensure York Pride remains a fully inclusive and accessible event
- to research, apply and promote diversity initiatives and share best practice
- to provide advice, guidance and support on equality and diversity issues to the committee
- to liaise with community groups and other relevant organisations
- to suggest ways in which York Pride can be more inclusive and accessible
- to undertake such other responsibilities as the committee shall from time to time determine.



## 6 Deputy Directors

### Deputy Parade Director – Logistics

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

### Deputy Parade Director – Participation

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 organise the line-up and order of the parade liaising with other committee members to achieve this EG. Sponsorship Director.

### Deputy Stalls & Logistics Director

To work with the Stalls and Logistics Director to deliver a well-planned, and well attended festival site.

### Deputy Stage Director

To assist the Stage Director as required.

### Deputy Sponsorship & Fundraising Director

To assist the Sponsorship & Fundraising Director as required.

#### ***The key responsibilities of Deputy Directors are as follows:***

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



## **7 Pride Ambassadors**

*The number of ambassadors under each title varies annually; amounts are outlined at the AGM.*

### **Parade Ambassador**

To support the Parade Subgroup to deliver a successful York Pride Parade.

### **Community Engagement Ambassador**

To support the Parade Subgroup to deliver a successful York Pride Parade, the emphasis on this role is to engage with local businesses along the route, City of York Council, York BID, Make It York & Visit York.

### **Stalls Ambassador**

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.

### **Schools Ambassador**

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

### **Gender Diversity Ambassador**

To work with the Accessibility & Inclusion Director and the Gender Diverse/Trans community to ensure our events are inclusive and representative and offer suggestions on how to improve the Gender Diverse/Trans Inclusiveness of York Pride.

### **BAME Ambassador**

To work with the Accessibility & Inclusion Director and the BAME community to ensure our events are inclusive and representative and offer suggestions on how to improve the BAME Inclusiveness of York Pride.

### **Pride Ambassador**

To support in general areas, as required, throughout the year.

#### ***The key responsibilities of Pride Ambassadors are as follows:***

- *to advocate and educate the committee in areas of expertise*
- *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.*

**YORK**



**PRIDE**