

York Pride Committee Rules, Roles and Responsibilities



Updated: June 2023

Table of Contents

Definitions	3	Events & Outreach Team Roles	18
General	4	Events & Outreach Manager	18
Election and Terms of Office	4	Events & Outreach Officer	18
Responsibilities of All York Pride Committee Members	5	History Month Officer	18
Benefits Afforded to Committee Members	6	Parade Team Roles	19
Conduct of Meetings	6	Parade Delivery Manager	19
Handling of Complaints	6	Parade Engagement Manager	20
Committee Structure	7	Parade Volunteers Officer	20
Director Roles & Trustees	8	Parade Engagement Officers (2)	21
Chair & Managing Director	8	Schools & Colleges Officer	21
Vice Chair	9	Finance Team Roles	22
Secretary	10	Finance Manager	22
Treasurer & Finance Director	11	Festival Team Roles	23
Sponsorship & Fundraising Director	12	Stage & Acts Manager	23
Events & Outreach Director	12	Accessibility Manager	23
Parade Director	13	Stalls & Infrastructure Manager	24
Festival Director	14	Stalls & Infrastructure Officer	24
Marketing Director	15	Community Diversity Officer	24
Director Without Portfolio	15	Racial Diversity Officer	24
Teams	16	Marketing Team Roles	25
General Responsibilities of Managers and Officers	16	Social Media Manager	25
Sponsorship & Fundraising Team Roles	16	Graphic Designer	25
Sponsorship & Fundraising Manager	17	Website Manager	25
Merchandising Manager	17	Other Roles	26
Sponsorship & Fundraising Officer	17	Pride Officer	26

Definitions

“**Pride**” refers to York Pride.

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

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

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

“**Committee Member**” refers to people elected to any role on the York Pride Committee.

“**Trustee**” is an elected Committee Member who has completed a Trustee Declaration Form. Trustees have voting rights. Only Directors may, and must, become Trustees.

“**Director**” is an elected Committee Member who is in charge of organising a named area and/or team. Directors are required to become Trustees.

“**Manager**” is an elected Committee Member giving support to their Director, can deputise for them and works with colleagues in their team.

“**Officer**” is an elected Committee Member giving support to their Director and Manager, and works with colleagues in their team.

“**Pride Officer**” is a general Officer position. Someone with this role has no specific role or duties but is expected to work flexibly as needed to support the Director and colleagues in the team to which they are attached.

“**Associate**” or “**Associate Member**” refers to a Committee Member who is not a Trustee — ie, holds a Manager or Officer (including Pride Officer) role.

“**Team**” refers to a group of Committee Members working together, usually under a Director’s leadership.

“**York Pride Day**” refers to the annual event, usually held in June, consisting of a parade and festival.

General

This document supplements the Constitution and should be read in conjunction with it. It specifies the general structure of the York Pride Committee, the roles of Committee Members and their responsibilities, and rules that must be adhered to at all times. The roles, responsibilities and rules of Committee Members can be amended at any time by a special meeting of the Committee, with this document subsequently being updated to reflect the changes.

Election and Terms of Office

Committee Members are elected to serve in dedicated roles during their term of office.

- a) There are currently ten (10) Director positions, all of which are granted full voting rights by virtue of their also being Trustees. These are: Chair & Managing Director; Vice Chair; Secretary; Treasurer & Finance Director; Sponsorship & Fundraising Director; Events & Outreach Director; Parade Director; Festival Director; Marketing Director; Director Without Portfolio.
- b) Each Director shall also be required to act as a Trustee of the Charity. No one shall be entitled to act as a Charity Trustee or Director, whether on appointment or on any reappointment, until they have expressly acknowledged their acceptance of the office of Charity Trustee by their signing a Trustee Declaration Form.
- c) The Charity Trustees will make available to each new Charity Trustee, on or before their first appointment:
 - o a copy of the current version of the Constitution;
 - o a copy of the CIO's latest *Trustees' Annual Report* and statement of accounts; and
 - o a copy of the minutes from the previous three meetings.
- d) People with Manager roles are Associate (non-voting) Members. They are permitted to attend meetings and to assist and give input where Trustees and Directors see fit. Manager positions are: Sponsorship & Fundraising Manager; Merchandising Manager; Events & Outreach Manager; Parade Delivery Manager; Parade Engagement Manager; Finance Manager; Stage & Acts Manager; Accessibility Manager; Stalls & Infrastructure Manager; Social Media Manager; Graphic Designer; Website Manager.
- e) People with Officer roles are Associate (non-voting) Members. They are permitted to attend meetings to assist and give input where Trustees and Directors see fit. Officer positions are: Sponsorship & Fundraising Officer; Events & Outreach Officer; History Month Officer; Parade Volunteers Officer; Parade Engagement Officers (2); Schools & Colleges Officer; Stalls & Infrastructure Officer; Community Diversity Officer; Racial Diversity Officer; Pride Officer.
- f) Non-Trustees are not permitted to vote on any of the following:
 - o election of Directors or Trustees;
 - o election of Managers or Officers;
 - o grievances raised relating to a Committee Member;
 - o all decisions set out in Clause 18 of the Constitution;
 - o any other matter deemed necessary at the discretion of the Chair & Managing Director.

- g) In the event that the positions of Chair & Managing Director or Vice Chair positions are filled by someone also holding a Manager or Officer role, the person shall be granted full voting rights as the positions dictate. However, in the event that the positions are filled by someone also holding a Director role that person shall not be granted an additional vote to that which they already receive as a Director and Trustee.
- h) The Annual General Meeting (AGM) shall be held after the day of York Pride Day, and usually by the end of October.
- i) Committee Members are elected at the Annual General Meeting (AGM) to serve until the next AGM. Anyone co-opted onto the Committee after the AGM (eg, in the event of a vacancy) shall also serve until the next AGM.
- j) Anyone resigning from a Director role shall also resign as a Trustee subject to limitations of clause 9.3a of the Constitution. Likewise anyone resigning from a Trustee role subject to limitations of clause 9.3a of the Constitution shall also resign from their Director role(s).

Responsibilities of All York Pride Committee Members

Committee Members shall:

- At all times uphold the objectives of York Pride, as defined in the Constitution;
- Abide by any rules as set out in the Constitution, this document, or as directed by the Chair;
- Declare to the Committee any potential conflicts of interest, conflicts of loyalty, or gifts received; these will be noted and kept on record by the Secretary;
- Be expected to be available to support, be involved with, and assist in whatever way necessary at York Pride Day and to this end to be flexible and hard-working — where exceptional circumstances preclude this they should be discussed in advance with the Chair or Vice Chair.

On average, Committee Members might expect to dedicate two to four hours per week to Pride work (including attendance at regular meetings). In exceptional circumstances, such as in the week of York Pride Day, Committee Members might dedicate significantly more (eg, up to thirty hours). Committee Members' work for York Pride will be unremunerated.

Each Committee Member will be eligible for a dedicated York Pride IT account and email address and will be expected to use it for all York Pride related matters, access this on a regular basis and respond promptly to any correspondence.

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

All Committee Members, regardless of the position they hold, should exhibit the following qualities at all times:

- Transparency, openness, honesty and courtesy in the discharge of all their functions as Committee Members in their dealings with other organisations, the general public and with each other;
- Loyalty to fellow Committee Members and to the objectives of York Pride in their dealings with third parties;
- Being willing to assist and support other Committee Members and Teams in their work for York Pride as needed;

- When acting as a representative of York Pride (eg, when staffing a Pride event), ensuring 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 Committee Members

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

All Committee Members will be entitled to free entry to all events managed by York Pride.

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

All Committee Members 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 held on a regular basis (where the frequency will increase substantially in the run-up to Pride), and publicised in advance by the Secretary.

Any agenda items for discussion at a forthcoming meeting should be notified to the Secretary no later than two days before the meeting. Where this is not possible, the matter should instead be raised with the Chair as a last resort before the meeting commences.

Directors are expected to attend all meetings whenever possible, and if not available to give their apologies in advance to the Chair, Vice Chair and Secretary. Managers are required to attend at least one in every two 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, Committee Members will at all times seek agreement and direction from the Committee or their Team. 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.

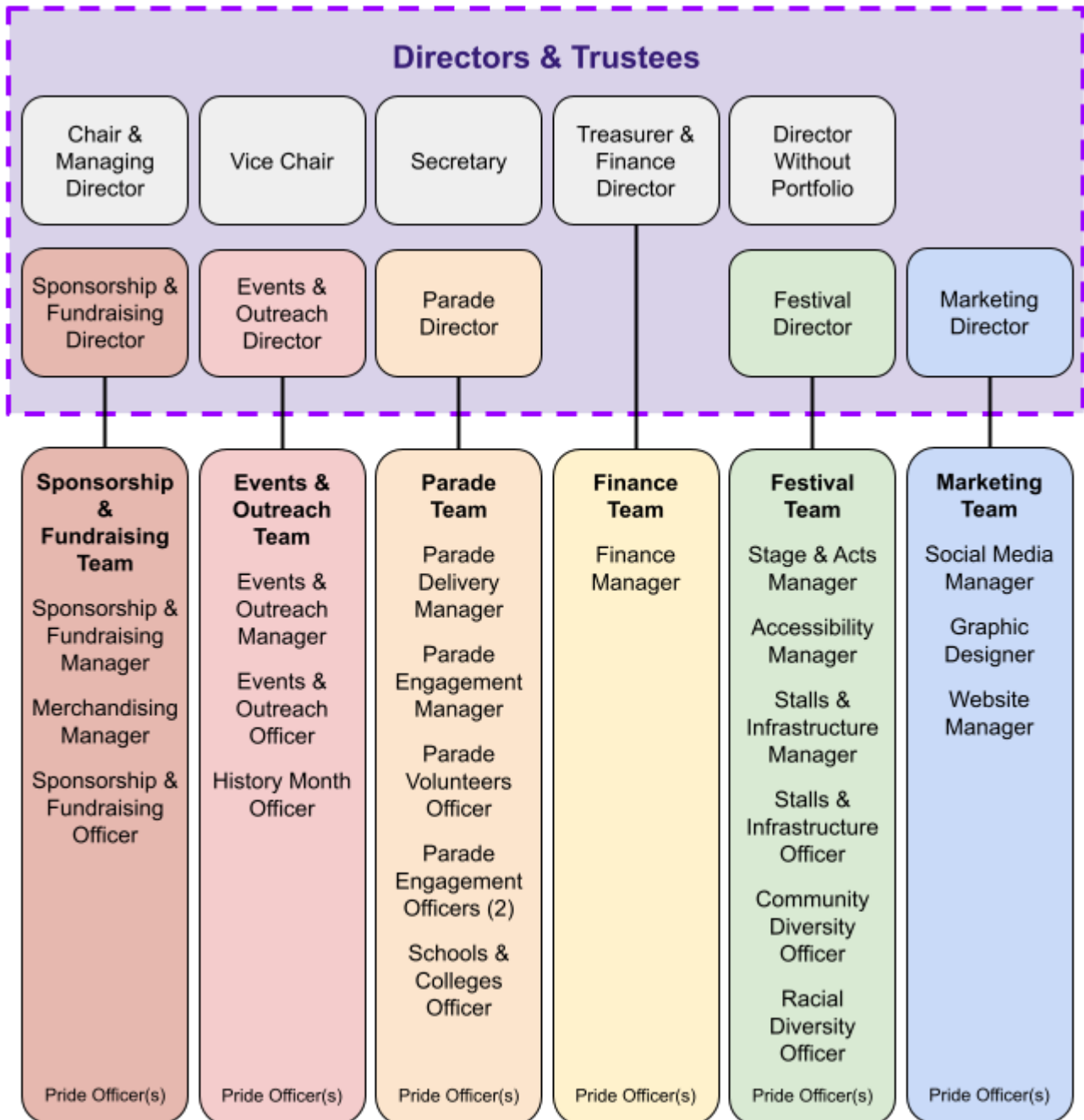
Handling of Complaints

If the Chair or Vice Chair receives a complaint about a Committee Member they shall initially investigate it and discuss the matter with the Committee Member to see if the complaint has merit. If the matter proceeds it shall be taken to a meeting of the Trustees with the Committee Member invited to attend, optionally bringing one supporting person to observe. After discussion, the Committee Member shall absent themselves from the meeting whilst a vote is taken on the outcome and any consequent actions: up to and including voiding the Committee Member's membership of York Pride.

Committee Structure

The Chair & Managing Director chairs the Board of Directors & Trustees, and also full Committee meetings.

Each Team is led by a Director, who will also chair their meetings. A Team's Director shall attend and give updates at a Board meeting or full Committee meeting; if they are unable to attend then a Manager from the team may attend in their place and deliver any updates.



Director Roles & Trustees

Chair & Managing Director

The Chair & Managing Director: helps build strong relationships within the Committee; provides the Committee with direction and a development plan for the year ahead; chairs Committee meetings; is ultimately responsible for all liabilities of the Committee.

The key responsibilities of the Chair & Managing Director are as follows:

- To build an effective team of Committee Members, 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 Committee Members to undertake their roles 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 Committee Members in their own individual roles wherever necessary;
- To ensure all Committee Members 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 liaise with the City of York Council, statutory bodies, etc regarding the York Pride Day Festival and its site;
- To oversee and be responsible for critical requirements at the York Pride Day Festival including: Legal Responsibilities, Health & Safety, Security, and Management of the Public Areas;
- To delegate any of the above responsibilities if appropriate to do so;
- To take on 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.

Vice Chair

The Vice Chair: supports the Chair in all aspects of the Chair's role; acts confidentially as a 'critical friend' to the Chair, providing frank guidance and feedback when necessary; chairs meetings in the Chair's absence.

The key responsibilities of the Vice Chair are as follows:

- To support the Chair in all aspects of the Chair's role;
- Whereas the Chair's role is to oversee the broad strategic direction of York Pride, the Vice Chair focuses 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 Committee Members as required;
- In the absence of the Chair, to facilitate meetings and speak on behalf of the Chair;
- To oversee matters relating to data protection and UK GDPR and ensure compliance;
- Unless otherwise directed, to act as spokesperson in the media for York Pride when the Chair is unavailable, in conjunction with the Marketing Director;
- To oversee the recruitment of Committee Members and volunteers;
- To 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 Committee Members, ensuring the Chair is kept informed;
- To be responsible for the pastoral care of Committee Members, ensuring the Chair is kept informed where necessary — Committee Members are encouraged to raise such matters with the Vice Chair;
- To take on 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 Committee Members and mediating disputes.

Secretary

The Secretary: produces agendas ahead of meetings in conjunction with the Chair; takes accurate minutes at meetings and ensures 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 and distribute minutes, keeping copies on record, of:
 - appointments of Committee Members made by the Charity Trustees;
 - declarations of interests and gifts;
 - 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 those decisions;
 - decisions made by the Charity Trustees other than in meetings;
- 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 Chair, Vice Chair or Committee;
- To keep an updated copy of the names and contact details of all Committee Members;
- To update details of the Trustees with the Charity Commission;
- To keep a copy of all documents (eg, the Constitution) on file and make these available as and when requested;
- In conjunction with the Chair, prepare the Annual Report for submission to the Charity Commission;
- To take on 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.

Treasurer & Finance Director

The Treasurer & Finance Director: maintains an overview and provides sound management of the finances of York Pride; promotes value for money and sound investment in order to assist Committee Members in advancing the objectives of York Pride; provides a financial report, including an up-to-date account balance at Committee meetings; prepares accounts to be scrutinised by both internal and external parties on request.

The key responsibilities of the Treasurer & Finance Director 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 Committee Members in advancing the objectives of York Pride;
- To provide a financial report, including an up to date account balance to at Committee meetings;
- To prepare accounts to be scrutinised by both internal and external parties on request;
- To send statements of account, reports and returns to the Charity Commission, regardless of the income of the CIO, within ten 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 Committee Members;
- To provide projections for estimated income and expenditure for the current Pride year;
- To oversee the remuneration of any expenses of Committee Members;
- To ensure all Committee Members understand the financial position and procedures of York Pride;
- To manage the Finance Team and chair its meetings;
- To assist the Sponsorship & Fundraising Director in efforts to raise funds;
- To take on such other responsibilities as the Committee shall from time to time determine.

In addition to these responsibilities, the Treasurer & Finance Director 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.

Sponsorship & Fundraising Director

Leads and Chairs: Sponsorship & Fundraising Team

The Sponsorship & Fundraising Director: oversees grant applications and sources new possibilities for funding and sponsorship from charities, businesses and individuals; manages the Sponsorship & Fundraising Team. A close working relationship with Festival and Parade Teams is important so they are aware of what has been offered to sponsors.

The key responsibilities of the Sponsorship & Fundraising Director are as follows:

- To understand that to further develop both York Pride Day and the work of the Committee, extra funds are vital;
- To oversee grant applications and source new possibilities for funding and sponsorship from charities, businesses and individuals;
- To lead in the development of fundraising ideas for York Pride to help maintain a healthy balance of both capital and reserves;
- To demonstrate a proactive 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 oversee and develop the Wristband Discount Scheme for York Pride Day;
- To support the Events & Outreach Director in their role;
- To manage the Sponsorship & Fundraising Team and chair its meetings;
- To take on such other responsibilities as the Committee shall from time to time determine.

Events & Outreach Director

Leads and Chairs: Events & Outreach Team

The Events & Outreach Director: oversees, plans and facilitates a wide range of York Pride managed events that are fundraising or breakeven/not for profit, and which should be inclusive and diverse, engaging with a wide spectrum of the community; manages the Events & Outreach Team.

The key responsibilities of the Events & Outreach Director are as follows:

- To understand that a diverse mix of events is important to the LGBT+ community of York;
- To bring ideas for new social events to the Committee for approval;
- To oversee the organisation of, and develop, regular York Pride branded social events;
- To try to ensure social events: at least break even wherever possible, raise funds for York Pride where appropriate, and are not undertaken with undue financial risk;
- To support the Marketing Director and Social Media Manager in promoting social events, including use of social media and photography, to maximise attendance;
- To ensure feedback about regular York Pride branded social events is collated and fed back to the Committee, with all complaints brought to the attention of the Chair within 48 hours;
- To manage the Events & Outreach Team and chair its meetings;
- To take on such other responsibilities as the Committee shall from time to time determine.

Parade Director

Leads and Chairs: Parade Team

The Parade Director: oversees the planning, organisation and delivery of the parade as part of York Pride Day; liaises with City of York Council, North Yorkshire Police and any other relevant bodies to ensure all necessary authorisations are in place including appropriate legal road closures; has overall responsibility for the parade on York Pride Day; manages the Parade Team to ensure the smooth running of the York Pride Day parade.

The key responsibilities of the Parade Director are as follows:

- To plan and organise the parade as part of York Pride Day;
- To liaise with City of York Council, North Yorkshire Police and any other relevant bodies to ensure all necessary authorisations are in place including appropriate legal road closures;
- To oversee the preparation and completion of all necessary documentation and materials required for the parade, including *Parade Manual*, risk assessments, permits, traffic management and insurance;
- To be the named individual for York Pride on all necessary parade-specific documentation, accepting the personal legal responsibilities that go with that.
- To take charge of the York Pride Day parade and to direct as appropriate;
- To actively seek and attract new and existing charities, organisations, businesses, political parties, companies and other groups to participate in the York Pride Day parade;
- To ensure any participating businesses, organisations or groups sign appropriate paperwork to be part of the parade;
- To secure necessary visual elements required for the parade (eg, floats, giant flag, bands/music/entertainment);
- To assist the Sponsorship & Fundraising Team in seeking sponsorship for the parade;
- To manage the Parade Team and chair its meetings;
- To take on such other responsibilities as the Committee shall from time to time determine.

In addition to these responsibilities, the Parade Director should:

- Be well prepared and thoroughly plan ahead, both in terms of physical route and methods of work for the parade;
- Work with other Committee Members to ensure everything runs as smoothly as possible.

Note: This role has operational responsibilities on York Pride Day that might require attendance at any incident/issue along the 2.4 mile parade route. The role holder is required to be capable and fit enough to make their own way on foot quickly through dense crowds and over uneven surfaces to any point of the route.

Festival Director

Leads and Chairs: Festival Team

The Festival Director: seeks new stallholders, as well as ensuring the return of previous attendees as directed by the Committee; seeks a detailed list of quotes for infrastructure needed for major Pride events (eg, toilets, fencing) for the Committee to approve, and book as appropriate; ensures all stallholders sign appropriate paperwork, are briefed accordingly; ensures payments for stalls are received.

The key responsibilities of the Festival Director are as follows:

- To prepare a detailed list of quotes required for the infrastructure of major Pride events (eg, toilets, fencing) for the Committee to approve, and book as appropriate;
- To take the lead in the proceedings of major Pride events with regards to stallholders, and to ensure all those involved are both organised accordingly and looked after;
- To oversee the recruitment and management of new and returning stallholders, including:
 - The sourcing of new stallholders for the York Pride Day, as well as encouraging the return of previous attendees as directed by the Committee;
 - Ensuring all stallholders sign appropriate paperwork, are briefed accordingly and that payments for stalls are received;
 - Ensuring stallholders who require a licence to trade from City of York Council are aware of their requirement and responsibility;
- To oversee the sourcing and management of new and returning acts for all major Pride events, including:
 - The preparation of a detailed list including costings and requests of potential acts and hosts (both local and more widely known) for the stage at major Pride events, for selection and approval by the Committee;
 - The booking of acts selected and confirmed by the Committee;
- To oversee the sourcing of information, costings and quotes for the stage and stage management at York Pride Day, including:
 - Staging, lighting, LED screens, cameras, backstage areas, refreshments and hospitality for approval by the Committee;
 - The booking of the resources approved by the Committee;
- To oversee Accessibility arrangements for York Pride Day to ensure it is as inclusive as possible, including:
 - The sourcing of quotes for all Accessibility arrangements in a timely manner;
 - The planning and preparations required for all Accessibility arrangements;
- To manage the Festival Team and chair its meetings;
- To take on such other responsibilities as the Committee shall from time to time determine.

In addition to these responsibilities, the Festival Director should:

- Be well prepared and thoroughly plan ahead, both in terms of physical layout onsite and methods of work for major Pride events;
- Work with other Committee Members to ensure everything runs as smoothly as possible.

Marketing Director

Leads and Chairs: Marketing Team

The Marketing Director: oversees and undertakes the management of all media interest in York Pride; promotes Pride activities, campaigns and events; provides 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, fundraising or sponsorship activities and campaigns; to manage the Marketing Team.

The key responsibilities of the Marketing Director are as follows:

- To oversee and undertake the management of all media interest in York Pride, to promote Pride activities, campaigns and events;
- To 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, when the Chair and Vice Chair are unavailable, undertaking media interviews;
- To contribute to the development of a theme for York Pride Day, presenting ideas to the Committee for further discussion and development;
- To manage the sale of wristbands and other products;
- To manage the Marketing Team and chair its meetings;
- To take on such other responsibilities as the Committee shall from time to time determine.

Director Without Portfolio

The Director Without Portfolio: has an advisory role, providing the Board of Directors & Trustees with impartial opinion on the delivery of York Pride Day. The role holder should have past experience organising events or be a previous York Pride Director.

Teams

To assist with the smooth running of the Committee six (6) Teams will operate. Teams are intended to be less formal than full Committee meetings and more focused on specific areas. Following elections, Teams will decide how often, when and where they will meet. A Team meeting can only take place if one or more Directors are in attendance.

Minutes shall be taken at team meetings and distributed to all members of the Pride Committee. If the Secretary isn't present, minutes shall be taken by another person at the meeting.

The Teams are:

- **Sponsorship & Fundraising Team**
Responsible for bringing money into the organisation through external sponsorship.
- **Events & Outreach Team**
Responsible for arranging Pride managed events throughout the year. These may operate on a break even basis, or aim to raise money for York Pride.
- **Parade Team**
Responsible for the planning, organisation and delivery of the York Pride Day parade.
- **Finance Team**
Responsible for the planning and management of York Pride's finances, preparing financial information for submission to the Charity Commission, and managing VAT related matters.
- **Festival Team**
Responsible for all aspects of York Pride Day field entertainment, stalls and infrastructure.
- **Marketing Team**
Responsible for designing and using materials to promote York Pride — eg, using our website, social media, advertising.

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

General Responsibilities of Managers and Officers

The key responsibilities of Managers and Officers are as follows:

- To assist the Director in charge of the Team in the day-to-day fulfilment of their current roles, with particular emphasis on ensuring effective communication both between Committee Members and to external destinations;
- To advocate and educate the Committee in areas of expertise;
- To further the reach of the Pride theme;
- To have strong communication skills and a familiarity with all current forms of communication used by both the Committee and modern society — activities might include anything from distributing printed material to sending emails or phoning local businesses;
- To assist in recruiting new potential Committee Members and volunteers;
- To undertake such other responsibilities as the Committee shall from time to time determine.

Sponsorship & Fundraising Team Roles

Team chaired by: **Sponsorship & Fundraising Director**

Sponsorship & Fundraising Manager

The Sponsorship & Fundraising Manager: seeks out and applies for grants; sources funding and sponsorship from charities, businesses and individuals; develops fundraising ideas; maintains and operates the Wristband Scheme.

The key responsibilities of the Sponsorship & Fundraising Manager are as follows:

- To work on grant applications and source new possibilities for funding and sponsorship from charities, businesses and individuals;
- To develop fundraising ideas for York Pride to help maintain a healthy balance of both capital and reserves;
- To adopt a proactive approach to fundraising and find new and inventive ways of securing further subsidy, and demonstrate these to the Sponsorship & Fundraising Director for further discussion;
- To maintain, run and develop the Wristband Discount Scheme for York Pride Day;
- To work with the Sponsorship & Fundraising Director and colleagues in the Sponsorship & Fundraising Team as required;
- To take on such other responsibilities as the Committee shall from time to time determine.

Merchandising Manager

The Merchandising Manager: seeks out new and updated opportunities and products to be sold to raise funds for York Pride; to monitor stock levels of existing merchandise and reorder as needed; to source wristbands for sale under the Wristband Scheme.

The key responsibilities of the Merchandising Manager are as follows:

- To monitor the range and levels of stock held by York Pride for sale;
- To seek out new and updated opportunities and products for sale.

Sponsorship & Fundraising Officer

The Sponsorship & Fundraising Officer: works with the Sponsorship & Fundraising Director and colleagues in the Sponsorship & Fundraising Team as required.

Events & Outreach Team Roles

Team chaired by: **Events & Outreach Director**

Events & Outreach Manager

The Events & Outreach Manager: works with the Events & Outreach Director, colleagues in the Events & Outreach Team, Marketing Director and Social Media Manager as required; brings ideas for new social events; manages a rota of volunteers required for events; ensures supplies for social events are made available.

The key responsibilities of the Events & Outreach Manager are as follows:

- To work with the Events & Outreach Director and colleagues in the Events & Outreach Team as required;
- To understand that a diverse mix of events is important to the LGBT+ community of York;
- To bring ideas for new social events to the Committee for approval;
- To support the Marketing Director and Social Media Manager in promoting social events, including use of social media and photography, to maximise attendance;
- 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 take on such other responsibilities as the Committee shall from time to time determine.

Events & Outreach Officer

The Events & Outreach Officer: works with the Events & Outreach Director and colleagues in the Events & Outreach Team as required.

History Month Officer

The History Month Officer: looks after matters relating to LGBT History Month (normally held in February) arranging social media posts, events and publicity to raise awareness of LGBT from the past and in the present; works with the Events & Outreach Director and colleagues in the Events & Outreach Team as required throughout the year.

Parade Team Roles

Team chaired by: **Parade Director**

Parade Delivery Manager

The Parade Delivery Manager: assists the Pride Director with the planning of the parade and its delivery on York Pride Day, with particular responsibility for operational and logistic aspects; sources logistic requirements needed for York Pride Day; assist the Sponsorship & Fundraising Team in seeking sponsorship for the York Pride Day parade; contributes to the creation of the Event Manual.

The key responsibilities of the Parade Delivery Manager are as follows:

- To assist with the overall planning and organisation of the York Pride Day parade;
- To liaise as necessary with the road traffic management contractor, City of York Council, North Yorkshire Police and other statutory bodies whilst planning York Pride Day;
- To oversee sourcing of all the logistic requirements/needs including, but not limited to, two-way radios, 50m rainbow flag, York Pride bus, hi-vis clothing, water, etc;
- To assist with the preparation and completion of all necessary documentation and materials required for the parade, including *Parade Manual*, risk assessments, permits, traffic management and insurance;
- To assist the Sponsorship & Fundraising Team in seeking sponsorship for the York Pride Day parade;
- To plan and organise the line-up and order of the York Pride Day parade, liaising with the Sponsorship & Fundraising Director, Parade Engagement Manager and other Committee Members to achieve this;
- To plan and communicate requirements for volunteers and work with the Parade Volunteers Officer on recruitment of volunteers;
- To design and deliver any training required for York Pride Day parade volunteers/marshals, Committee members and contractor personnel in relation to the York Pride Day parade;
- To contribute to the creation of the *Event Manual*;
- To take on the role of second-in-charge on York Pride Day deputising for the Parade Director as required, and assuming overall control should the Parade Director become incapacitated on York Pride Day;
- To take on such other responsibilities as the Committee shall from time to time determine.

In addition to these responsibilities, the Parade Director should:

- Be well prepared and thoroughly plan ahead, both in terms of physical route and methods of work for the parade;
- Work with other Committee Members to ensure everything runs as smoothly as possible.

Note: This role has operational responsibilities on York Pride Day that might require attendance at any incident/issue along the 2.4 mile parade route. The role holder is required to be capable and fit enough to make their own way on foot quickly through dense crowds and over uneven surfaces to any point of the route.

Parade Engagement Manager

The Parade Engagement Manager: actively seeks and attracts new and existing charities, organisations, political parties, companies and statutory bodies to participate in the York Pride Day parade; manages the necessary visual and entertainment elements in the Parade Day parade and along its route; takes charge of the sponsors', groups' and flag sections of the York Pride Day parade; contributes to the creation of the Event Manual.

The key responsibilities of the Parade Engagement Manager are as follows:

- To actively seek and attract new and existing charities, organisations, businesses, political parties, companies and other groups to participate in the York Pride Day parade;
- To secure necessary visual elements along the York Pride Day parade route (eg, street decoration, business/shop decoration);
- To source other visual elements (eg, bands/music/entertainment to form part of the York Pride Day parade or to deliver from a static point along its route);
- To invite groups to make applications to have a float in the York Pride Day parade;
- To assist the Sponsorship & Fundraising Team in seeking sponsorship for the York Pride Day parade;
- To liaise with Marketing Director and Marketing Team to produce all required materials, including social media posts, to promote the York Pride Day parade;
- To communicate requirements and obligations of groups that sign up to take part in the York Pride Day parade and assist in delivering any training to them;
- To contribute to the creation of the *Event Manual*;
- To take charge of the sponsors', groups' and flag sections of the York Pride Day parade.
- To take on such other responsibilities as the Committee shall from time to time determine.

Parade Volunteers Officer

The Parade Volunteers Officer: works with the Parade Delivery Manager supporting the Parade Director and colleagues in the Parade Team to ensure sufficient volunteers are available on York Pride Day; produces all required materials including social media posts, volunteer recruitment and information pack, etc; recruits volunteer marshals for the York Pride Day parade; arranges training for volunteers, welcomes and manages them on York Pride Day.

The key responsibilities of the Parade Volunteers Officer are as follows:

- To actively seek York Pride Day volunteers for the York Pride Day parade;
- To liaise with Marketing Director and Marketing Team to produce all required materials including social media posts, volunteer recruitment and information pack, and volunteers e-signup form;
- To recruit volunteer marshals for the York Pride Day parade, ensuring sufficient numbers are available when and where required;
- To maintain communications with volunteers once registered;
- To arrange and ensure necessary volunteer training is undertaken prior to York Pride Day;
- To welcome, register and issue any necessary kit and information to volunteers when they report for their shift on York Pride Day;
- To hand volunteers over to the Parade Delivery Manager when they are ready for their shift;
- To sign out volunteers at the end of their shift, collecting any issued kit and materials;
- To contribute to the creation of the *Event Manual* and *Volunteer Training Pack*;
- To take on such other responsibilities as the Committee shall from time to time determine.

Parade Engagement Officers (2)

The Parade Engagement Officers: work with the Parade Engagement Manager supporting the Parade Director and colleagues in the Parade Team to deliver a successful York Pride parade; engage with local businesses along the York Pride Day parade route; engage with City of York Council, York BID, Make It York and Visit York with regard to street decoration and promoting the event; work with the Events & Outreach Team to encourage participation in the event and broaden the diversity of participants.

The key responsibilities of the Parade Engagement Officers are as follows:

- To engage with local businesses along the York Pride Day parade route;
- To engage with City of York Council, York BID, Make It York and Visit York with regard to street decoration and promoting the event with local businesses, organisations and visitors to the City;
- To work with the Events & Outreach Team in engaging with businesses, organisations, charities and voluntary groups to encourage participation in the event and broaden the diversity of participants.

Schools & Colleges Officer

The Schools & Colleges Officer: works with local schools and colleges as the main point of contact for their involvement with York Pride.

Finance Team Roles

Team chaired by: **Treasurer & Finance Director**

Finance Manager

The Finance Manager: works with the Finance Director and colleagues in other teams as required; manages York Pride's VAT registration and VAT related matters; assists the Finance Director to plan and manage York Pride's finances; assists the Finance Director in preparing the budget for York Pride.

The key responsibilities of the Finance Manager are as follows:

- To support the Finance Director in their role;
- To manage York Pride's VAT registration and VAT related matters;
- To liaise with other teams as required to assist the Finance Director in preparing budgets and managing finances;
- To take on such other responsibilities as the Committee shall from time to time determine.

Festival Team Roles

Team chaired by: Festival Director

Stage & Acts Manager

The Stage & Acts Manager: actively seeks new acts for all major Pride events; seeks 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 Committee ahead of the line-up confirmation; books confirmed acts.

The key responsibilities of the Stage & Acts Manager are as follows:

- To source and manage new and returning acts for all major Pride events, including:
 - Preparing a detailed list including costings and requests of potential acts and hosts (both local and more widely known) for the stage at major Pride events, for selection and approval by the Committee;
 - Booking acts selected and confirmed by the Committee;
- To oversee the sourcing of information, costings and quotes for the stage and stage management at York Pride Day, including:
 - Staging, lighting, LED screens, cameras, backstage areas, refreshments and hospitality for approval by the Committee;
 - The booking of the resources approved by the Committee;
- To take the lead in the proceedings in York Pride Day 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 onsite and methods of work for York Pride Day, and be expected to work alongside the other Committee Members to ensure everything runs as smoothly as possible;
- To take on such other responsibilities as the Committee shall from time to time determine.

Accessibility Manager

The Accessibility Manager: advises the Committee on ensuring York Pride branded events are accessible to, and inclusive for, everyone; offers potential solutions and actions on how to make York Pride as inclusive and accessible to as many people as possible; focuses on any specific grants and funding opportunities that are available; implements recommendations.

The key responsibilities of the Accessibility Manager 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 suggest ways in which York Pride can be more inclusive and accessible;
- To provide advice, guidance and support on equality and diversity issues to the Committee;
- To liaise with community groups and other relevant organisations;
- To take on such other responsibilities as the Committee shall from time to time determine.

Stalls & Infrastructure Manager

The Stalls & Infrastructure Manager: works with the Festival Director and colleagues in the Festival Team with pre-event planning and on-the-day running of the festival site to deliver a well planned, well attended event.

The key responsibilities of the Stalls & Infrastructure Manager are as follows:

- To prepare a detailed list of quotes required for the infrastructure of major Pride events (eg, toilets, fencing) for the Committee to approve, and book as appropriate;
- To actively seek, recruit and manage new and returning stallholders, including:
 - The sourcing of new stallholders for York Pride Day, as well as encouraging the return of previous attendees as directed by the Committee;
 - Ensuring all stallholders sign appropriate paperwork, are briefed accordingly and that payments for stalls are received;
 - Ensuring stallholders who require a licence to trade from City of York Council are aware of their requirement and responsibility;
- To take the lead in managing major Pride events with regard to stallholders, ensuring all those involved are both well organised and looked after;
- To be well prepared and thoroughly plan ahead, both in terms of the physical layout onsite and methods of work for York Pride Day, and be expected to work alongside the other Committee Members to ensure everything runs as smoothly as possible;
- To take on such other responsibilities as the Committee shall from time to time determine.

Stalls & Infrastructure Officer

The Stalls & Infrastructure Officer: works with the Stalls & Infrastructure Manager and colleagues in the Festival Team in supporting the Festival Director with pre-event planning and on-the-day running of the festival site to deliver a well planned, well attended event.

Community Diversity Officer

The Community Diversity Officer: has a particular focus on identifying ways of offering inclusive events to engage with and benefit the Bi, Trans, Gender Fluid, etc communities; works with the Festival Director and colleagues in the Festival Team to ensure York Pride Day is inclusive and representative; works with the Events & Outreach Team to identify ways of engaging with the communities and ensure York Pride branded events are inclusive and representative.

Racial Diversity Officer

The Racial Diversity Officer: has a particular focus on identifying ways of offering inclusive events to engage with racially diverse communities; works with the Festival Director and colleagues in the Festival Team to ensure York Pride Day is inclusive and representative; works with the Events & Outreach Team to identify ways of engaging with the communities and ensure York Pride branded events are inclusive and representative.

Marketing Team Roles

Team chaired by: **Marketing Director**

Social Media Manager

The Social Media Manager: oversees the general direction for York Pride social media; maintains York Pride social media, creating posts to advertise York Pride branded events, inform, educate and engage; investigates new means to engage with the LGBT+ community using social media and other electronic means.

The key responsibilities of the Social Media Manager are as follows:

- To oversee the general direction for York Pride's presence on social media;
- To maintain and use York Pride social media accounts, creating posts advertising York Pride branded events, informing and educating people, and engaging with the community;
- To liaise with other Committee Members about items or events to publicise;
- To research and investigate new means and opportunities of engaging with the LGBT+ community using social media and other electronic means;
- To take on such other responsibilities as the Committee shall from time to time determine.

Graphic Designer

The Graphic Designer: designs and creates all York Pride branded materials & artwork, working closely with colleagues within the Marketing Team and working to occasionally tight deadlines. They should be open to feedback from other Committee Members. Previous experience in this type of role is paramount; examples of work would be desirable.

The key responsibilities of the Graphic Designer are as follows:

- To liaise with Committee Members 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 take on such other responsibilities as the Committee shall from time to time determine.

Website Manager

The Website Manager: works closely with colleagues in the Marketing Team to ensure the York Pride website and online shop are kept up to date.

The key responsibilities of the Website Manager are as follows:

- To ensure the York Pride website is kept up to date with relevant stories, information and press releases;
- To ensure York Pride merchandise is available for sale online;

- To take on such other responsibilities as the Committee shall from time to time determine.

Other Roles

Pride Officer

Pride Officer is a general role with no pre-specified duties; instead Pride Officers will be assigned to Teams, to work with and support them in general areas as required throughout the year.

In general we expect people to stand for other named roles, with this being available for specialist duties or people unable to make the usual commitment of time to York Pride but instead to work flexibly as an 'extra pair of hands' in and between Teams.