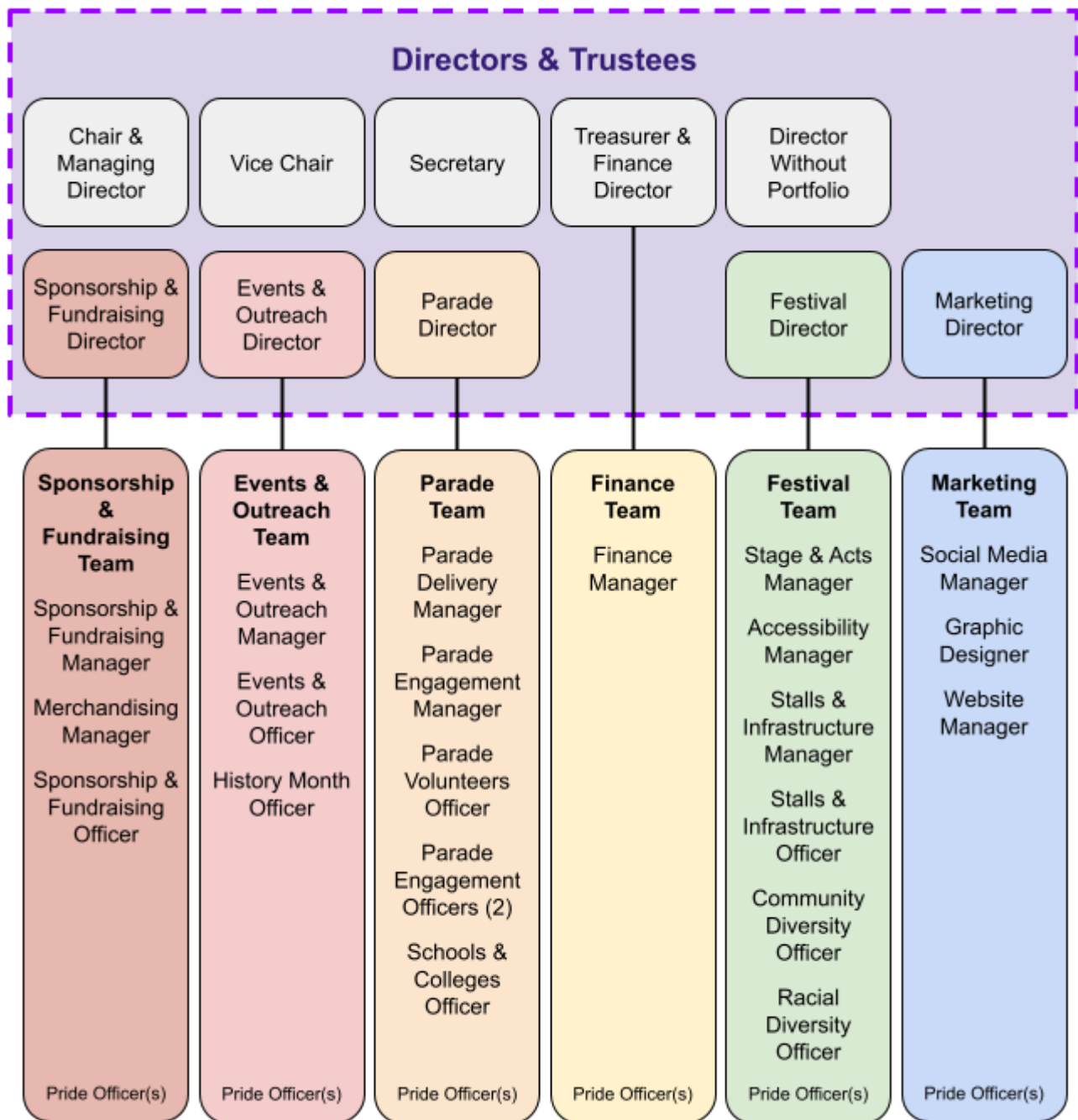




Summary of York Pride Committee Roles 2023/2024

This lists the roles within the York Pride Committee and how they are structured. The description of each is a short summary giving a flavour of the role; full descriptions along with key responsibilities can be found in our *York Pride Committee Rules, Roles and Responsibilities* document.

Committee Structure





York Pride is headed by the Chair & Managing Director, who chairs the Board of Directors & Trustees. Four members of the Board are the Chair, Vice Chair, Secretary and Treasurer & Finance Director.

The five remaining Board members are Directors, who each head a Team. The Treasurer & Finance Director leads a sixth team: the Finance Team. Each Team consists of Managers and Officers, with Managers having greater responsibilities and Officers in a supporting role.

Directors & 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.

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.

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.

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.

Sponsorship & Fundraising Director

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.

Events & Outreach Director

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.



Parade Director

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.

Festival Director

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.

Marketing Director

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.

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.

Sponsorship & Fundraising Team

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.

Merchandising Manager

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

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

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.

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

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.

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.

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.



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.

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

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.

Festival Team

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.

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.

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.



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

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.

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.

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.



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.