



Pride in Sheffield Committee Roles & Responsibilities

This document sets out the roles and responsibilities for each position on the positions on the Pride in Sheffield Committee.

- Chairs (2)
- Treasurer
- Sponsorship officer
- Social & digital media
- IT person
- Funding bid officer
- Fundraising officer
- Volunteer recruitment officer
- Sectary
- Complaints and policy officer
- Event manager
- Floating members

Reps

- Trans
- BAME
- Disabled



Co-Chair of the Pride In Sheffield: -

- Oversee following roles and assist where required:
 - Event Planner
 - Sponsorship
 - Funding bid
 - IT Person
 - Treasurer
 - Complaints & Policy
- Attend and take part in the safety and advisory group meeting with Event Planner
- Chair meetings
- Lead the committee to work together and complete their individual roles
- Act as visible face of Pride in Sheffield to third parties and partner organisations
- Develop and own relationships with organisations from the wider community
- Empowered to co-sign contracts for sponsorship and goods & services providing company passes due diligence
- Recruit volunteers
- Support event manager in arranging acts for all Pride related events
- Work as Health and Safety officer on day of Pride

Treasurer

- Manage accounts
- Own relationship with bank
- Assist committee members in obtaining and validating quotes for goods and services
- Manage budget for financial year
- Attend meetings
- Write up financial reports
- Empowered to sign contracts with partner providing supplier/organisation passes due diligence
- Recruit volunteers



Sponsorship officer: -

- Approach organisations for sponsorship
- Complete due diligence on any company that wants to support Pride
- Attend meetings
- Attend fundraising events
- Write and deliver reports for each closed/open meeting
- Attend meetings with companies to agree any sponsorship deals
- Draw up and update the present sponsorship packages
- Meet with and draw up contract with sponsors
- Empowered to sign contracts with sponsors providing organisation passes due diligence
- Recruit volunteers

Social and digital media officer

- Design and update the website
- Post regular info about events on social media
- Manage all social media platforms (twitter, Instagram, Facebook etc)
- Liaise with traditional media to ensure best reach of information
- Arrange a schedule for other committee members to assist with social media posts / website updates
- Recruit volunteers

Technical Officer

- Procure the best deal with suppliers e.g. Hosting provider etc.
- Manage domains
- Manage access to company resources
- Reset password
- Maintain web server health including installing updates
- Attend meetings
- Write and deliver reports to open and closed meetings
- Be available for fundraising events if needed
- Be available to staff Pride and the surrounding days
- Recruit volunteers



Funding bid officer

- Research funding bids
- Apply for funding bids
- Attend meetings
- Write and deliver reports to committee
- Be available for fundraising events if needed
- Be available to staff Pride and the surrounding days
- Empowered to sign for funding bids
- Recruit volunteers

Fundraising Officer

- Research and come up with ideas for fundraising events
- Work with venues and partner organisations to organise fundraising events
- Ensure fundraising events appropriately staffed by Pride in Sheffield volunteers
- Attend meetings
- Write and deliver reports to open and closed meetings
- Be available for fundraising events if needed
- Be available to staff Pride and the surrounding days
- Recruit volunteers

Volunteer co-ordinator

- Ensure volunteers get appropriate training (as required)
- Manage & support volunteers when:
 - Bucket-shaking
 - Stewards for parade/march
 - At Endcliffe park event
 - Afterparty
- Attend meetings
- Write and deliver reports to open and closed meetings
- Be available for fundraising events if needed
- Be available to staff Pride and the surrounding days
- Recruit volunteers



Secretary

- Take minutes at meetings
- Schedule meetings
- Write and deliver reports to open and closed meetings
- Be available for fundraising events if needed
- Be available to staff Pride and the surrounding days
- Attend meetings
- Complete agendas for committee meetings (closed and open)
- Recruit volunteers

Complaints and policy officer

- Handle and respond to complaints both internal and external
- Develop and maintain policies
- Write and deliver reports to open and closed meetings
- Be available for fundraising events if needed
- Be available to staff Pride and the surrounding days
- Attend meetings
- Recruit volunteers

Event manager

- Maintain Event Management Plan
- Attend the SAG meetings with one of the chairs
- Work with Co-Chairs to arrange acts for all Pride in Sheffield related events
- Write and deliver reports to committee
- Be available for fundraising events if needed
- Be available to staff Pride and the surrounding days
- Attend meetings
- Manage main stage and acts
- Be aware of running orders in other tents
- Allocate the running of tents to other committee members
- Work with full committee to ensure all Health and safety assessments are completed
- Bar and food tenders
- Contracts
- Apply for licences
- Book venues for events
- Ensure relevant insurance is in place for all Pride in Sheffield events



Floating members

- Work with other committee members to help them deliver their roles as required
- Attend meetings
- Be available for fund raising events if needed
- Be available to staff Pride and the surrounding days