

# GRAMPIAN PRIDE ROLES & RESPONSIBILITIES

## Lead

- To Chair all meetings
- Ensure the group covers the agenda points
- Work with committee members to ensure plans are in place
- Work with the secretary to set the agenda for the next meeting

## Secretary

- Taking minutes of all meetings and circulating them to members
- Sending meeting requests and managing the agenda
- Proofreading essential documents
- Answering FAQ emails (emails to [mail@grampianpride.org](mailto:mail@grampianpride.org)) and/or forward to relevant departments
- Ensuring ID badges are available for event(s)

## Event Manager

- To oversee the entire event
- Ensure all measures have been put in place to deliver a safe, fun and inclusive event
- Ensuring all applications are submitted on time
- Ensure all Licenses are in place
- Ensure all funding is in place
- That budgets are not overspent
- Ensure other leads have completed tasks (help out where needed)
- Ensuring all members are well informed, supported and confident in their role(s)
- Negotiate costs for event responsibilities such as Stewards, site fees, road closures, Ambulance, Police, first aid, Wristbands etc.
- Respond to all media enquiries
- oversee all sub events as the committee see fit
- write up reports for the board

### *Sponsorship and Funding*

- Presenting the sponsorship proposal to potential sponsors
- To meet potential sponsors and discuss options and further relations
- Continue to meet with sponsors on a regular basis to maintain good relationships
- Ensure sponsorship agreements are adhered to
- Ensure sponsorship money is received before the event
- Report to the events manager
- Send final report to all sponsors.

## Site manager

- Is responsible for all activities at the main event
- Negotiate costs for site responsibilities such as toilets, toilet provisions, waste management, marquees, fencing, generators
- Ensure that everything is in place before the event starts
- That health and safety is adhered to at all times
- Ensure that staffing is in place to deal with all eventualities
- Book and liaise with stall holders/traders
- Liaise with the press and distribute passes

- Collate feedback from traders and report back to event manager
- Forward the final report to contacts.

### **Health & Safety Officer**

- Oversee the health & safety of all aspects in relation to Grampian Pride event(s)
- Carry out full Risk Assessment of event(s)
- Ensure all documents are in place prior to any event
- Ensure health & safety is maintained throughout the event
- Carry out regular checks throughout the event
- Check wind and noise regularly and record, in line with policy
- Ensure any issues in relation to health & safety is reported and recorded appropriately
- Report to the site manager where applicable

### **Parade Lead**

- Ensuring the parade is set up and ready for the event
- That floats have all appropriate paperwork and insurance etc.
- That banners are compliant with the terms set out by Four Pillars
- Ensure parade procession licence is in place (event manager)
- Ensure all road closures are in place (event manager)
- Ensure security and stewards are in place for parade
- That the parade starts on time
- that disbursement at parade end is quick and efficient
- Ensure safety of the parade route at all times
- Liaise with security, ACC and the Police where applicable
- Report to events manager where appropriate
- Collate any feedback and report to events manager
- Distribute report to appropriate persons

### *Parade depute and floats lead*

- Assist the Parade lead in all aspects of their role
- Book and liaise with float participants
- Ensure all paperwork is in place and liaise with parade lead
- Report to Parade lead at all times

### **Volunteer Lead**

- Recruitment of Grampian Pride volunteers
- Ensuring that paperwork is in place to protect the volunteer and the community
- That adequate volunteer training is provided
- Ensure the safety and wellbeing of the volunteers whilst carrying out their duties by ensuring that volunteer provisions are in place at all times
- Liaise with site manager as appropriate
- Report to events manager as needed
- Collate volunteer feedback and report to events manager

### **Entertainment Lead**

- Book performances for event(s)
- Book stage, and accessible viewing area
- Book BSL interpreters
- Book sound, lighting, etc
- Ensure all payments are agreed prior to the event(s)

- Liaise with venues where applicable
- Liaise with performers about technical requirements
- Ensure all equipment is in place before the event(s)
- Ensure event(s) run smoothly and on-time, fixing any technical issues swiftly and effectively
- Collaborate with the stage manager at all times
- Ensure payments are made within 28 days of the event(s) where applicable
- Collate feedback and report to the events manager

#### *Stage Manager*

- Ensuring stage and equipment is adequate for the event
- Ensure performers arrive on time
- Assist artistes where applicable. (changing space/ refreshments/transport).
- Ensure everyone performs on time
- Address any needs that arise on or around the stage
- Report to the Entertainment Lead where applicable

#### **Decorations expert**

- To plan, order and execute decorations for the main village site
- Report to the site manager where applicable

#### **Charity Stall lead**

- To liaise with charities and secure bookings for the charity space
- Ensure all paperwork is complete and up to date
- Ensuring appropriate instructions (briefings) are correct and distributed
- Book appropriate tables and chairs
- Ensure people arrive on time and vehicles are offsite before the start of the event
- Deal with any issues as they arise
- Report to the site manager where applicable
- Collate any feedback after the event and report to events manager
- Distribute report to contacts

#### **Activities Lead**

- Design plan and execute all activities: Including (family area, youth space, trans space, quiet space)
- Liaise with vendors (bouncy castle etc.) where applicable
- Ensure staff and equipment are in place
- Ensure the safety of the site throughout the event
- Report to site manager as appropriate

#### *Youth space lead*

- Assist the Activities lead to design plan and execute the youth space area
- Liaise with vendors where applicable
- Ensure staff and equipment are in place
- Ensure the safety of the site throughout the event
- Report to activities lead as appropriate

#### *Family space specialist*

- Assist the Activities lead to design plan and execute the family space area
- Liaise with vendors where applicable

- Ensure staff and equipment are in place
- Ensure the safety of the site throughout the event
- Report to activities lead as appropriate

#### *Trans safe space assistant*

- Assist the Activities lead to design plan and execute the trans space area
- Liaise with vendors where applicable
- Ensure staff and equipment are in place
- Ensure the safety of the site throughout the event
- Report to activities lead as appropriate

#### **Child Safety Officer**

- Ensure the safety of all young people under 18
- Ensure all policies and procedures are in place
- Assist any young person lost or in need
- Liaise with the events manager and police as appropriate

#### **Design/website manager**

- Design posters/advertising for Grampian Pride and other events in line with branding
- Design and maintain the website
- Liaise with other leads for up to date information
- Design and order banners, posters, boards etc.
- Report to events manager as appropriate

#### **Promotions lead**

- Ensure current and future events are published on all social media outlets
- Ensure sponsorship tags are correct and used at all times
- Ensure messages are answered (liaise with others as needed)
- Liaise with other leads for up to date information
- Report to events manager as appropriate

#### **Fundraising**

- It is the responsibility of the sub-committee to plan and execute fundraising activities
- The committee can delegate this responsibility to one person. However, that person must seek the aid of the committee to implement any activities i.e. liaising with the volunteer lead to ensure volunteers are in place to support events
- Any monies raised at a Grampian Pride lead event will be used solely for the purpose of forwarding the main event at the end of May each year

#### *Fundraising events assistant*

- Plan and execute fundraising events
- Liaise with other leads as appropriate for the event(s)
- Liaise with venues, artists and agencies as appropriate
- Ensure all paperwork for event(s) are up to date and in place
- Collate any feedback from event(s) as appropriate
- Complete reports for each event and feedback to committee
- Report to events manager at all times