

POSITIONS & PLATFORMS

Here we'll **go over the different roles**, as outlined by the Guelph Pride structure, and **breakdown their responsibilities**. We'll also **go over the different platforms** (software, programs, or services) that we use as a committee, such as various Google Apps.

Guelph Pride Committee Overall Goals, Objectives & Responsibilities

Title	Role
All Members	<ul style="list-style-type: none">● Create two amazing festivals for the LGBT2IQ+ communities of Guelph!● Focus on: celebration, education, visibility, advocacy, accessibility, our histories, creating opportunities, ensuring diversity of voices & programming● Attend at least 75% of meetings, whether in person or remotely (online)● Attend mandatory annual Anti-O training● Prepare for meetings, including sending agenda items beforehand, submitting all necessary information to the committee, and by reading and reviewing reports● Ask questions and obtain the information necessary to make informed decisions and contribute to meetings by expressing a point of view● Consider other points of view, make constructive suggestions and help the committee make decisions that benefit the wider LGBT2IQ+ communities● Oversee organization, development, and execution of both Winter Pride and the Guelph Pride Festival

- Including getting permits, getting insurance letters, creating calendars, and securing venues
- Working with Out on the Shelf, increasing collaboration with other OOTS programming & support of Guelph Pride
- Work to create strong relationships with community partners, organizations, and other members of the community
- Informing the community of upcoming events through social media, emails, google calendars, etc.
- Foster a productive and welcoming environment within the Guelph Pride committee and keep all volunteers and board members accountable to both the Guelph Pride volunteer agreements as well as feedback from the community (via the anonymous online feedback survey)
- Seek and implement community feedback after Guelph Pride events
- Represent Guelph Pride to individuals, the public and other organizations in a positive and open manner
- Support the organization through attendance at special events and activities
- Keep the committee informed of relevant community concerns

Planning Committee members are encouraged to attend all meetings. Only (1) one meeting per month will be mandatory, with the exception of required pre-festival meetings, additional meetings will be held both online and locally downtown Guelph. If they miss more than 3 meetings without notice, the Co-Chairs will connect with the committee member to assess capacity and wellbeing, and new strategies developed where necessary to ensure succession.

If coordinators know that they will not be able to attend a meeting, they should e-mail the Chair of the Committee before the meeting with their update. Coordinators must also maintain open communication with the Planning Committee and the Co-Chairs via email. If a coordinator is unable to provide an update within a 3 week time period, they will have a meeting with the co-chairs to determine capacity and comfort for the position moving forward.

Committee members are encouraged to be mindful of their ability to take on roles and commit to the level of responsibility that feels most realistic - whether as a part of the planning committee, as a third party event organizer, a volunteer, or patron. All volunteers are encouraged to communicate their needs around capacity as they arise.

All volunteers must agree to all of the policies and procedures of Out on the Shelf and Guelph Pride, including our dedication to accessibility, fostering an anti-oppressive space that uplifts those under-represented within our communities, anti-racism, and privacy/confidentiality agreements.

Responsibilities

July -

December

Average 8-16
hours/ month
(2-4 hours/week)

- Attend 75% of all meetings, both online and in-person.
- Attend as many in person meetings as possible.
- Coordinate and prepare for any events/duties relating to position

January -

June

Average 12-32
hours/ month
(3-8 hours/week,
depending on
role)

- Attend 75% of all meetings, both online and in-person.
- Attend as many in person meetings as possible.
- Coordinate and prepare for any events/duties relating to position
- Attend other Guelph Pride and Winter Pride events
- Support other committee members as needed

Google Apps

Admin Console

The Admin Console can be accessed at google.com/a. Please click 'sign in' in the top right hand corner. The domain is guelphpride.com and click go to Admin Console.

The Admin Console allows you to monitor usage, control billing, print receipts and invoices, delete users, and manage all the accounts belonging to the guelphpride.com domain.

Gmail

Please try to respond to all e-mail requests within 5 business days. Please also be sure to include a signature on each email to maintain professionalism. The following are the current Guelph Pride official emails:

- Chair@Guelphpride.com
- Co-Chair@Guelphpride.com
- Secretary@Guelphpride.com
- Media@Guelphpride.com
- Sponsorship@Guelphpride.com
- Volunteer@Guelphpride.com
- Events@Guelphpride.com

Prior to subscribing to Google Apps, Guelph Pride made use of the gmail address guelphpride@gmail.com Every so often, we will receive emails from this account. All of these emails will automatically be sent to chair@guelphpride.com. The log-in for the Gmail account is

E-mail: guelphpride@gmail.com

Google Docs

Used for the following:

- Meeting minute templates
- Guelph Pride letterhead templates
- Agendas for upcoming meetings, sent out as an editable link
- Request for Sponsorship letters
- Thank you letters

Google Drive

Used for the following:

- Copies of the Meeting Minutes from the current year
- Photos, Promotional Materials, Additional Files of the current festival(s) for reference
- Important guiding documents, such as this
- Photos
- Stand Alone Copies of Donation Letters, Position Descriptions, etc
- Archived documents from previous year's festivals, including:
 - Sponsorship Information such as Donation Request Letters, Sponsorship Package, Thank You's
 - Previous editions of the budget, calendars, and meeting minutes, promotional materials

There are a lot of important documents on the Google Drive which help the Committee and the Board of Directors collaborate and work together more easily.

Google Forms and/or Survey Monkey

Used for the following:

- Planning Committee Application
- Official Event Form
- Third Party Event Application
- Volunteer Application
- Post-Event Organizer Survey
- Anonymous Feedback Form

Google Sheets

Used for the following:

- Copies of the master file for each year, and templates for the incoming chairs
- Organizing Volunteer Schedule

Position Descriptions

The structure of Guelph Pride is flexible to need the needs of each year's committee, however the usual positions are as follows:

- **Out on the Shelf**

The governing body of Guelph Pride, Out on the Shelf should have representatives on the Guelph pride committee each year. OOTS representatives may fill another role on the committee or solely act as a representative for OOTS. They should plan the OOTS specific events, such as the Open House.

- **Co-Chairs**

The folks at the helm, Co-Chairs split leadership duties of Guelph Pride. They oversee the planning, ensure individuals are accountable to their roles/responsibilities, and coordinate additional support where necessary. They chair meetings and offer guidance to the committee. Additionally, Co-Chairs usually organize the Flag Raising & Community Fair.

- **Secretary**

Individual who focuses on meeting logistics - takes notes at each meeting, books spaces or hosts online meet-ups, emails out meeting minutes after each regular meeting and saves them to an archive on Google Drive. Supports Co-Chairs and the rest of the committee.

- **Treasurer**

Maintains the Guelph Pride Budget, communicates with the Out on the Shelf Treasurer to ensure up-to-date finances are presented at each meeting. Fills in the budget from event organizer's surveys and sends the final budget to OOTS.

- **Fundraising Coordinator**

Helps raise money and ask for donations/gifts to support Guelph Pride. Can include applying for grants, reaching out to prospects, relationship building with donors, and securing financial support and in-kind gifts.

- **Marketing & Communications Coordinator**

Helps get the word out about Guelph Pride through various channels, including media and promotions. Helps develop and implement Guelph Pride's promotions and social media strategy with the Social Media Coordinator and the rest of the committee.

- **Social Media Coordinator**

Posts on all Guelph Pride social media accounts, helps promote events, build following, and posts photos from events.

- **Events Coordinator**

Helps coordinate and support event organizers, including assembling event kits and

communicating needs of organizers to other coordinators (such as volunteer/financial requests, etc)

- **Volunteer Coordinator**

Recruits and schedules volunteers according to needs indicated by organizers in event surveys. Maintains communication with volunteers, updates online sign-up, supplies list of volunteers to event organizers as part of Event Toolkits.

- **Youth/Seniors/BIPOC Community Coordinators**

Create funded events for parts of the community which are a priority for Guelph Pride, with the support of the rest of the committee.

- **Other**

Many committee members have created additional roles for themselves to suit their interests/objectives - such "Guelph Pride Art Show Coordinator", among others. Have something you want to see happen? Get in touch!

Out on the Shelf's Role

Title	Role
<p>Out on the Shelf</p>	<ul style="list-style-type: none"> ● A Guelph Pride Committee member, preferable the Chair of the Committee, will report directly to the Board of Directors. ● The Chair of the Guelph Pride Committee may, but is not obligated to, sit as a Director on the Out On The Shelf Board of Directors. ● Direct cheques must be requested from the Out On The Shelf Board of Directors. Reimbursement requests must be made to the Guelph Pride Committee Board representatives who will request reimbursement from the Board of Directors. ● The Board of Directors will approve the Guelph Pride budget. ● The Board of Directors must approve a new Chair of the Guelph Pride Committee. ● The outgoing chairperson will select a rightful candidate for the Boards approval. ● Board of Directors must approve all grants prior to submission. ● All other decisions will be made on the Guelph Pride Operations and Equity Committee or Events Committee level.
<p>Responsibilities</p>	
<p>July - December Average 8-16 hours/ month (2-4 hours/week)</p>	<ul style="list-style-type: none"> ● Attend 75% of all meetings, both online and in-person. ● Attend as many in person meetings as possible. ● Coordinate and prepare for any events/duties relating to Out on the Shelf
<p>January - June Average 12-32 hours/ month (3-8 hours/week, depending on role)</p>	<ul style="list-style-type: none"> ● Attend 75% of all meetings, both online and in-person. ● Attend as many in person meetings as possible. ● Coordinate and prepare for any events/duties relating to position ● Attend other Guelph Pride and Winter Pride events ● Support other committee members as needed

Co-Chair Roles & Responsibilities

Title	Role
<p>Guelph Pride Co-Chair</p> <p><i>(two positions)</i></p> <p><i>The Chair will commit to a one year term commencing July 1 and terminating June 30. If they do not wish to continue their term, they must select one or more candidates to take on the Chair position. The Board of Directors will then appoint a candidate to the position. The Chair should be selected using an interview process with the Chair and a representative from the Out On The Shelf Board. Proposed time commitment: 5-15 hours per week.</i></p>	<ul style="list-style-type: none"> ● Schedule and lead meetings ● Prepare agendas and minutes, including bringing forth any community feedback from the online survey completed since the last meeting ● Attend meetings and record all actions taken or decisions made and promptly send out meeting notes following each meeting. ● Oversee organization, development, and execution of both Winter Pride and the Guelph Pride Festival <ul style="list-style-type: none"> ○ Including getting permits, getting insurance letters, creating calendars, and securing venues ● Working with Out on the Shelf as a board member, increasing collaboration with other OOTS programming & support of Guelph Pride ● Informing the community of upcoming events through social media, emails, google calendars, etc. with the help of the Marketing and Communications Coordinator and Social Media Coordinator ● Foster a productive and welcoming environment within the Guelph Pride committee and keep all volunteers and board members accountable to both the Guelph Pride volunteer agreements as well as feedback from the community (via the anonymous online feedback survey) ● Work to create strong relationships with community partners, organizations, and other members of the community ● Ensure permits, insurance, and other costs are covered, working alongside the co-chairs ● Seek and implement community feedback after Guelph Pride events ● Organize the Guelph Pride Committee debrief after each festival, including coordinating thank you cards to volunteers, community partners, and sponsors ● Coordinate Anti-Oppression training for all committee members and volunteers on an annual basis ● Develop fundraising goals and policies and assist

	<p>Guelph Pride in acquiring resources for its programming, events, promotions, and growth</p> <ul style="list-style-type: none"> ● Reach out to potential new donors/sponsors for the festival as a whole as well as independent events ● Make sure that fundraising appeals are presented honestly and fairly ● Ensure board minutes are kept to indicate board approval of expenditures, actions taken, etc ● Develop the long-range plan and annual work plan for Guelph Pride fundraising; assist with the process of identifying, cultivating and soliciting donors; and lead Guelph Pride's giving program ● Identify and recruit leadership and volunteers for Guelph Pride programming and activities
<p>Responsibilities</p>	
<p>July - December Average 8-16 hours/ month (2-4 hours/week)</p>	<ul style="list-style-type: none"> ● Attend 75% of all meetings, both online and in-person. ● Attend as many in person meetings as possible. ● Coordinate and prepare for any events/duties relating to Co-Chair position ● Recruit other Planning Committee members, as well as Third Party Organizers and Volunteers
<p>January - June Average 12-32 hours/ month (3-8 hours/week, depending on role)</p>	<ul style="list-style-type: none"> ● Attend 75% of all meetings, both online and in-person. ● Attend as many in person meetings as possible. ● Coordinate and prepare for any events/duties relating to position ● Attend other Guelph Pride and Winter Pride events ● Support other committee members as needed ●
<p>Post-Festival Duties</p>	<ul style="list-style-type: none"> ● Budget and final report to Out on the Shelf ● Final report to public ● Thank you cards sent out to sponsors and partners ● Thank you email sent to volunteers

Secretary Roles & Responsibilities

Title	Role
Guelph Pride Secretary	<ul style="list-style-type: none"> ● Prepare agendas and minutes ● Organize online meeting details including logistics, access, and reminders ● Send out reminders for each meeting, both online and in person
Responsibilities	
July - December Average 8-16 hours/ month (2-4 hours/week)	<ul style="list-style-type: none"> ● Attend 75% of all meetings, both online and in-person. ● Attend as many in person meetings as possible ● Act as a host for online meetings, including organizing online forum and hosting physical cafe space during meeting ● Coordinate and prepare for any events/duties relating to position ●
January - June Average 12-32 hours/ month (3-8 hours/week, depending on role)	<ul style="list-style-type: none"> ● Attend 75% of all meetings, both online and in-person. ● Attend as many in person meetings as possible. ● Coordinate and prepare for any events/duties relating to position ● Attend other Guelph Pride and Winter Pride events ● Support other committee members as needed ●
Post-Festival Duties	<ul style="list-style-type: none"> ● All meeting minutes archived in Google Drive ● All materials from current year archived together in Google Drive ● New copies for incoming year created to ease transition, including first meeting agenda template

Treasurer Roles & Responsibilities

Title	Role
<p>Guelph Pride Treasurer</p>	<ul style="list-style-type: none"> ● Maintain a budget and expenditures for each year, including both the Winter Pride and Guelph Pride festival ● Work with the Fundraising Coordinator to maintain sufficient (and ideally surplus) funding for events ● Work with the Events Coordinator to ensure events are supported and made accessible to the community ● Where money is to be provided up front to ensure financial access to certain events, the Treasurer will coordinate these duties (for example, pre-paying for skate rentals or art supplies buy-in for events) ● Ensure permits, insurance, and other costs are covered, working alongside the Co-Chairs ● Develop annual budgets that provide clear direction for all organizational spending. The budget should be a blueprint of the committee's programming and event plans and should be routinely monitored, tracked throughout the year, and revised as necessary ● Ensure maintenance of accurate records of all income, expenditures, transactions, and activities throughout the year — for the board and to/from third party events ● Establish appropriate internal accounting systems, including checks and balances, so one staff member or volunteer does not have total control over finances and so theft and improper spending can be identified quickly
Responsibilities	
<p>July - December Average 8-16 hours/ month (2-4 hours/week)</p>	<ul style="list-style-type: none"> ● Attend 75% of all meetings, both online and in-person. ● Attend as many in person meetings as possible ● Provide a financial update for each meeting, to be emailed in advance if unable to attend meeting ● Update the budget as need be ● Communicate with Out on the Shelf Treasurer for on-going clarity of Guelph Pride's financial situation

January - June

Average 12-32 hours/ month
(3-8 hours/week, depending on role)

- Attend 75% of all meetings, both online and in-person.
- Attend as many in person meetings as possible.
- Coordinate and prepare for any events/duties relating to position
- Attend other Guelph Pride and Winter Pride events
- Support other committee members as needed
- Work with Fundraising Coordinator to ensure donations/gifts are tracked

Post-Festival Duties

- Final budget to Out on the Shelf, with receipts included
- New budget file created for incoming year
- Ensure tax receipts sent out (by Out on the Shelf's Treasurer)

Fundraising Coordinator Roles & Responsibilities

Title	Role
<p>Guelph Pride Fundraising Coordinator</p>	<ul style="list-style-type: none"> ● Develop fundraising goals and policies and assist Guelph Pride in acquiring resources for its programming, events, promotions, and growth ● Maintain and update the sponsors/donors list each year ● Reach out to potential new donors/sponsors for the festival as a whole as well as independent events ● Work with the Volunteer Coordinator to support volunteers soliciting donations at events ● Make sure that fundraising appeals are presented honestly and fairly by monitoring the performance of fundraising volunteers ● Secure in-kind and material donations from sponsors, keep a running list to be allocated to events for prizes, as well as a prize for the feedback survey ● Develop the long-range plan and annual work plan for Guelph Pride fundraising; assist with the process of identifying, cultivating and soliciting donors; and lead Guelph Pride’s giving program ● Will respond to and check e-mails within a timely fashion ● Approach businesses for door prizes ● Send out “Thank You” cards to businesses ● Ensure that display boards (with donor information) are made ● Ensure that donors are recognized verbally at specific events ● Review donation structure ● Review donation letter and send out to businesses
Responsibilities	
<p>July - December Average 8-16 hours/ month (2-4 hours/week)</p>	<ul style="list-style-type: none"> ● Attend 75% of all meetings, both online and in-person. ● Attend as many in person meetings as possible ● Provide a fundraising update for each meeting, to be emailed in advance if unable to attend meeting ● Update the sponsorship budget as need be ● Communicate with Treasurer for on-going clarity of

	Guelph Pride's financial situation
<p>January - June Average 12-32 hours/ month (3-8 hours/week, depending on role)</p>	<ul style="list-style-type: none"> ● Attend 75% of all meetings, both online and in-person. ● Attend as many in person meetings as possible. ● Coordinate and prepare for any events/duties relating to position ● Attend other Guelph Pride and Winter Pride events ● Support other committee members as needed ● Work with Treasurer and Co-Chairs to ensure donations/gifts are tracked ● Work with Social Media and Marketing Coordinators to thank sponsors in accordance with gifts ● Provide a list of sponsors requiring thank you cards, to be signed by committee. Cards will be created by Marketing & Communications Coordinator, or another committee member ● Develop Donations Package for fundraising volunteers at events, with the support of the Marketing Coordinator and the rest of the committee ● Recruit and orient fundraising volunteers for key events, including collecting donations at the end of each event (or delegate to another committee member)
<p>Post-Festival Duties</p>	<ul style="list-style-type: none"> ● Final sponsorship amounts in budget ● Tax receipts sent out to donors ● Thank you cards sent out to donors ● Thank you to all sponsors on social media

Marketing & Communications Coordinator Roles & Responsibilities

Title	Role
<p>Guelph Pride Marketing & Communications Coordinator</p>	<ul style="list-style-type: none"> ● Informing the community of upcoming events through social media, emails, google calendars, etc. with the help of the co-chairs and rest of the Guelph Pride committee ● Co-create design for yearly theme, with the support of the committee ● Create shareable graphics for social media, including: <ul style="list-style-type: none"> ○ Email Signature for all Guelph Pride emails ○ Facebook banners ○ Twitter banners ○ Instagram posts ○ Facebook posts ○ Twitter posts ○ Hashtag posters ● Update Guelph Pride social media accounts throughout the year, but especially in the month previous and month of both the Winter Pride and Guelph Pride Festival ● Will respond to and check emails within a timely fashion ● Promotions Coordinator will receive a budget to use for promotions ● Post events on event websites: <ul style="list-style-type: none"> ○ The Cannon ○ The Fountain Pen ○ BlogGuelph.com ○ SNAPGuelph.com ○ Guelph Tourism Website ○ Guelph-Wellington Tourism Website ● Request Media presence and photographers at events ● Invite media to Guelph Pride events ● Promote through Press Releases in the Ontario, Guelph Mercury-Tribune, etc. ● Utilize event posting opportunities in newspapers ● Inquire about being interviewed for newspapers

Responsibilities

July - December

Average 8-16 hours/ month
(2-4 hours/week)

- Attend 75% of all meetings, both online and in-person.
- Attend as many in person meetings as possible
- Provide an update for each meeting, to be emailed in advance if unable to attend meeting
- Work with Social Media Coordinator to implement social media communications and promotions strategy
- Develop communications/promotions/posters, with the support of the committee
- Working with Social Media Coordinator, post festivals to all events platforms and listings (including rural newspapers/etc)

January - June

Average 12-32 hours/ month
(3-8 hours/week, depending on role)

- Attend 75% of all meetings, both online and in-person.
- Attend as many in person meetings as possible.
- Coordinate and prepare for any events/duties relating to position
- Attend other Guelph Pride and Winter Pride events
- Support other committee members as needed
- Work with Social Media Coordinator to implement social media communications and promotions strategy
- Develop communications/promotions/posters, with the support of the committee
- Create and print thank you cards from list provided by Fundraising Coordinator, with the support of the committee
- Work with Social Media and Fundraising Coordinators to thank sponsors in accordance with gifts
- Working with Social Media Coordinator, post individual Guelph Pride to all events platforms and listings (including rural newspapers/etc)
- Develop Donations Package for fundraising volunteers at events, with the support of the Fundraising Coordinator and the rest of the committee

Post-Festival Duties

- Develop a Final Report for public release about the festival(s) that year, including results from feedback survey and suggestions for the following year
- Thank you cards sent out to donors
- Thank you to all sponsors on social media

Social Media Coordinator Roles & Responsibilities

Title	Role
<p>Guelph Pride Social Media Coordinator</p>	<ul style="list-style-type: none"> ● Informing the community of upcoming events through social media, emails, google calendars, etc. with the help of the co-chairs and rest of the Guelph Pride committee ● Co-create design for yearly theme, with the support of the committee ● Create shareable graphics and photos for social media, including: <ul style="list-style-type: none"> ○ Email Signature for all Guelph Pride emails ○ Facebook banners ○ Twitter banners ○ Instagram posts ○ Facebook posts ○ Twitter posts ○ Hashtag posters ● Update Guelph Pride social media accounts throughout the year, but especially in the month previous and month of both the Winter Pride and Guelph Pride Festival ● Will respond to and check emails within a timely fashion ● Works closely with the Marketing & Communications Coordinator ● Utilise social networking by making regular posts and tweets (Twitter/Facebook/Instagram) ● Post events on event websites: <ul style="list-style-type: none"> ○ The Cannon ○ The Fountain Pen ○ BlogGuelph.com ○ SNAPGuelph.com ○ Guelph Tourism Website ○ Guelph-Wellington Tourism Website ● Arrange to have PSA's recorded for local radio (CFRU, Magic, CJOY, OUTtv, etc.)
Responsibilities	
<p>July - December Average 8-16 hours/ month (2-4 hours/week)</p>	<ul style="list-style-type: none"> ● Attend 75% of all meetings, both online and in-person. ● Attend as many in person meetings as possible

	<ul style="list-style-type: none"> ● Provide an update for each meeting, to be emailed in advance if unable to attend meeting ● Working with Marketing Coordinator, post festivals to all events platforms and listings (including rural newspapers/etc) ● Post on all Guelph Pride social media accounts, in accordance with the Guelph Pride social media strategy
<p>January - June Average 12-32 hours/ month (3-8 hours/week, depending on role)</p>	<ul style="list-style-type: none"> ● Attend 75% of all meetings, both online and in-person. ● Attend as many in person meetings as possible. ● Coordinate and prepare for any events/duties relating to position ● Attend other Guelph Pride and Winter Pride events ● Support other committee members as needed ● Work with Fundraising and Marketing Coordinators to thank sponsors in accordance with gifts ● Working with Marketing Coordinator, post individual Guelph Pride to all events platforms and listings (including rural newspapers/etc)
<p>Post-Festival Duties</p>	<ul style="list-style-type: none"> ● Post final report for public onto all social media platforms (developed by Marketing Coordinator) ● Post thank yous to volunteers

Events Coordinator Roles & Responsibilities

Title	Role
<p>Guelph Pride Events Coordinator</p>	<ul style="list-style-type: none"> ● Maintain an up-to-date calendar for both Winter Pride and Guelph Pride festivals and include in each meeting's agenda ● Manage and evaluate or third party events, including: <ul style="list-style-type: none"> ○ Correspondence with event leads ○ Coordinating accessibility needs ○ Tallying number of volunteers requested and communicating details to the Volunteer Coordinator ○ Ensure logos of third party organizers and sponsors are included in promotions by communicating with the Marketing & Promotions Coordinator ● Help compile Event Packages for each event, with the help of the Marketing & Communications Coordinator, which include: <ul style="list-style-type: none"> ○ Gender Neutral Bathroom Signs ○ Volunteer ID lanyards ○ Event Lead ID lanyards ○ Feedback Survey flyers ○ Guelph Pride programs ○ Big Guelph Pride poster ○ Hashtag posters ○ Donation buckets, signage, & stickers ● Ensure all event leads (from the committee as well as third party) receive an event package before their event ● Send out attendance survey to all event leads on the day of their event to keep track of attendance/stats from events ● Coordinate vendor table programs
Responsibilities	
<p>July - December Average 8-16 hours/ month (2-4 hours/week)</p>	<ul style="list-style-type: none"> ● Attend 75% of all meetings, both online and in-person. ● Attend as many in person meetings as possible ● Provide an update for each meeting, to be emailed in advance if unable to attend meeting, including

	<p>any additional third party event applications</p> <ul style="list-style-type: none"> ● Update the events budget as need be ● Communicate needs of third party events to Volunteer Coordinator (volunteer requests), Treasurer (financial requests), and Marketing Coordinators (promotions) ● Design Event Toolkits with assistance of Marketing Coordinator and the rest of the committee ● Send out sign up for community partners for the Community Fair events
<p>January - June Average 12-32 hours/ month (3-8 hours/week, depending on role)</p>	<ul style="list-style-type: none"> ● Attend 75% of all meetings, both online and in-person. ● Attend as many in person meetings as possible. ● Coordinate and prepare for any events/duties relating to position ● Attend other Guelph Pride and Winter Pride events ● Support other committee members as needed ● Ensure needs of third party events are clearly communicated and tracked by Volunteer Coordinator (volunteer requests), Treasurer (financial requests), and Marketing Coordinators (promotions) ● Work with Social Media and Marketing Coordinators to promote all events ● Create and package Event Toolkits and Third Party Event Toolkits for each event/organizer, with the help of the committee ● Keep track of vendors/tabling organizations for the community fair, ensure needs are communicated to Co-Chairs and the rest of the committee
<p>Post-Festival Duties</p>	<ul style="list-style-type: none"> ● Follow up with event organizers to ensure completion of post-event survey is done by all event organizers ● Ensure actual budgets from survey are sent to the Treasurer and Co-Chairs

Volunteer Coordinator Roles & Responsibilities

Title	Role
<p>Guelph Pride Volunteer Coordinator</p>	<ul style="list-style-type: none"> ● Work closely with Events Coordinator and rest of committee to ensure up to date roles and volunteers required for each event (including third party events) ● Identify and recruit leadership and volunteers for Guelph Pride programming and activities ● Create a schedule of required roles, shifts, and expectations ● Update the Guelph Pride online volunteer signup with roles & shifts available ● Ensure volunteers have completed volunteer application, including signing off on Guelph Pride volunteer agreements ● Send out reminder email with details of volunteer shifts, accessibility needs, and other relevant details ● Work with Events Coordinator and Event Leads to ensure all the necessary information is available for both leads and volunteers on the day of events ● Send out feedback survey to all volunteers ● Keep a list of volunteers for outreach next year ● Help to coordinate the Volunteer Appreciation Party ● Will respond to and check emails within a timely fashion ● Volunteer Coordinator will receive a budget to use for volunteer appreciation ● Recruit Event Volunteers and provide orientation ● Utilize Volunteer Centre resources and Student Volunteer Connections resources
Responsibilities	
<p>July - December Average 8-16 hours/ month (2-4 hours/week)</p>	<ul style="list-style-type: none"> ● Attend 75% of all meetings, both online and in-person. ● Attend as many in person meetings as possible. ● Coordinate and prepare for any events/duties relating to Co-Chair position ● Post volunteer recruitment positions (see Volunteer)

	<p><u>Recruitment</u></p> <ul style="list-style-type: none"> ● Send Orientation Emails to Volunteers and Third Party Organizers ● Create a schedule of volunteer shifts, from each events Official Event Form or Third Party Applications. Email organizers to clarify. ● Update online volunteer sign-up with available shifts ● Check for new volunteer sign-ups, pull email addresses into newsletter listservs
<p>January - June Average 12-32 hours/ month (3-8 hours/week, depending on role)</p>	<ul style="list-style-type: none"> ● Attend 75% of all meetings, both online and in-person. ● Attend as many in person meetings as possible. ● Coordinate and prepare for any events/duties relating to position ● Attend other Guelph Pride and Winter Pride events ● Support other committee members as needed ● Work with Marketing and Social Media Coordinators to promote volunteer opportunities ● Also recruit fundraising volunteers, supervised by Fundraising Coordinator to collect donations at key events
<p>Post-Festival Duties</p>	<ul style="list-style-type: none"> ● Provide tally of volunteer hours (from post-event surveys) ● Send thank you emails to volunteers ● Work with Marketing and Social Media Coordinators to post thank yous on social media