

Accessibility Committee Terms of Reference

Role of the Accessibility Committee

The Accessibility Committee works to ensure that the activities of Calgary Pride are inclusive and do not pose unavoidable barriers to any persons or groups. The Accessibility Committee takes an intersectional and holistic view of individuals and creates equitable space for everyone to celebrate the Gender and Sexually Diverse (GSD) community.

Volunteer Committee Structure

Membership

- The membership of the Volunteer Committee shall comprise of FIVE (5) to FOURTEEN (14) community members, belonging to or in allyship with the Gender and Sexually Diverse community and Calgary Pride.
- Members are recruited and placed by Committee Leaders, supported by the Management Team (consisting of 3 Managers) or their delegate. Additional members may be sought with specific, identified content expertise.
- All Committee Members are asked to commit to a minimum of one year, but may move into a Leadership position at any time. Committee Members may sit on up to THREE (3) Committees at any time.

Leaders & Volunteer Coordinator

- The Volunteer Committee will have one Committee Leader or two Committee Co-Leaders, supported by the Management Team or their delegate.
- Leaders are asked for a two year commitment, but may apply for a Board Position at the end of one year.
- Committee Leaders may only sit on, and lead ONE (1) Committee at any time.

Accountability

- The Committee Members will report to the Committee (co)-Leader(s), and both the Volunteer Coordinator and Leader will be further supported by the Management Team or their delegate.



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The Committee Leader will direct committee activities and initiatives to support the following, and are responsible to document this, and committee communications in Asana:

- Define the accessibility measures for Calgary Pride's sponsored activities.
- Organize the accessibility measures during the Pride Festival, in collaboration with other committees when necessary.
- Advocating for improving equity and accessibility within the Calgary Pride organization and Calgary Pride's sponsored activities.
- Continually collaborating with other committees
- Collaborate with external consultants if necessary to ensure that Calgary Pride's sponsored activities are accessible
- Collaborate with Committee to educate both internal and external stakeholders about accessibility access provided during the Calgary Pride's sponsored activities
- Work with other committees to ensure equal access viewing areas are possible throughout the festival site and Calgary Pride's sponsored activities when applicable.
- Facilitate a training module for accessibility committee members and weekend volunteers
- Collaborate with external stakeholders to deepen the understanding about possible accessibility issues during Calgary Pride's sponsored activities.
- Provide an end-of-year summary report for succession planning
- Special request concerning accessibility
- Engage with other committees to ensure that partner events are accessible and equitable.
- Organize specific training for accessibility volunteers before the Pride festival

Meetings

Meeting frequency will be as follows:

- Sep - Mar: Monthly
- Apr - June: Bi-weekly
- July - Aug: Weekly
- Sept: Event Review & Celebration

September to March meetings will be focused primarily around:

- Event Review
- Budget and Goal Setting
- Recruitment Planning
- Training Development
- Policy & Procedure Review and Development
- Early solicitation of Volunteer Appreciation Prizes
- Developing Volunteer Schedules & Training material

April to September the committee will be actively engaged in



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- Recruiting & Communicating with Volunteers
- Planning Training Sessions
- Planning Volunteer Appreciation Event
- Providing Communications to Marketing
- Completing Volunteer Engagement Review

Terms of Reference Review

Terms of Reference for the Volunteer Committee will be reviewed as required and at least once annually at the first meeting following the AGM.

Members are accountable to each other for maintaining a collaborative culture of mutual respect, transparency and celebration.