Parade Committee
Terms of Reference

Role of the Committee

Working with the community at large, other committees, and in conjunction with the Management Team or their delegate to ensure that the Calgary Pride Parade is safe for both participants and spectators, and that authentic allyship of participants is considered prior to approval.

- Seeks community nominations to identify Parade Marshals and present selections to the Management Team (consisting of 3 Managers) or their delegate for review and approval by the Board.
- Provides support in the administration of parade applications and facilitates community notices.
- Coordinate operational logistics for the parade, including staging, public route, and tear-down area.
- Needs to be willing to use technology to stay engaged
- Helps to create application process for blind jury members
- Helps to choose jury members using a blind vote

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.

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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.

- The Committee Members will report to the Committee Leaders, and both will be further supported by the Management Team or their delegate.

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

    - Logistics and Safety planning with the City of Calgary Interdepartmental Events Team (IET)
    - Managing online application process
    - Maintaining database of applications
    - Developing and implementing application review guidelines
    - Developing volunteer schedule and position descriptions
    - Management of key parade areas (Staging area, Parade route, End of parade and tear-down area)
    - Parade volunteer coordination (in partnership with lead Volunteer Coordinator)
    - Communications development (participants, attendees, impacted residents, stakeholders, media)
    - Report and provide any receipts for accounts payable via Executive Director or their delegate
    - Manage blind jury application process

Meetings
Meeting frequency will be as follows:
- Sep - December: Bi - Monthly
- Jan - March: Monthly
- April - June: Bi-Weekly
- July - August: Weekly
- Sept: Event Review & Celebration

September to January meetings will be focused primarily around:
- Structural planning and improvements
- Review of feedback from previous Parade
- Application process review and development

February to September the committee will be actively engaged in
- Logistics and Safety Planning
- Application Management
- Volunteer Planning & Management

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- Communications

Terms of Reference Review
Terms of Reference for the Parade 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!

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