

Site Operations Committee Terms of Reference

Role of the Committee

The Festival Operations Committee contributes to planning the layout of the Pride main weekend festival; assists the Committee Managers in securing equipment, supplies, and services as required to manage the logistics of the festival site and infrastructure.

The Committee will liaise directly with other Teams to ensure their on-site logistical needs are met by the various approved suppliers. To this end, the Committee Members oversee the logistical setup for first aid stations, info booths, media booths, weekend volunteer headquarters, and others as required. Also supports the development and delivery of safety and risk mitigation.

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



CALGARY PRIDE

Asana:

- Manage applications, administration, and communication of all marketplace exhibitors
- Work with the partnership and Funding Committee to ensure that partner agreements for activations are supported and planned for
- Manage production schedule for activities specific to Pride in the Park
- Ensure that all ERP items specific to Pride in the Park are adhered to, and planned for accordingly
- Develop support schedule and job descriptions in collaboration with Volunteer Committee for Pride in the Park
- Work with outside contractors if required.
- Oversee Liquor service
- Accounts payable & accounts receivable
- Collaborate with the Arts and Culture committee with respect to technical riders and hospitality asks.

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:

- Developing and submitting post event report outlining successes and opportunities
- Review Asana task items to improve deliverable times, and infrastructure planning specific to opportunities identified

April to September the committee will be actively engaged in

- Begin moving through actionable items in Asana
- Updating production schedule as per confirmed infrastructure
- Manage applications, administration and communication of all marketplace exhibitors
- Work on developing site map and manage communications with contractors for day of production
- Develop strategy for load in/strike

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.

May 26, 2022