



Volunteer Engagement Committee Terms of Reference

Role of the Committee

The Volunteer Committee works to recruit and support the over 500 volunteers that fill approximately 5000 volunteer hours that are required to staff the main Festival weekend, and year round engagement of volunteers.

They will support the organization and management of the volunteer orientation sessions, complete volunteer documentation, hours tracking, record keeping, and communications. They will also support the planning and organizing the volunteer appreciation event and donations.

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:

- Actively recruit volunteers for placement year round
- Identify, and organize training opportunities for Volunteers year round
- Schedule volunteers to support the events and programming of Calgary Pride year round
- Collaborate with other Committees in identifying opportunities to further engage and support volunteers
- Review and advise on policies & procedures specific to recruiting and supporting volunteers
- Plan the annual volunteer appreciation event
- Update support materials & documents on a regular basis on the volunteer page of the Calgary Pride website
- Collaborate other committee to help at events and provide information to attendees, provide resources, spread awareness, recruit volunteers & organizations that want to be involved in the community
- Support the Parade Committee by providing parade day volunteers for staging, glitter crew and destaging areas
- Collaborate with Site Operations Committee to provide volunteers for various areas including liquor service
- Work to scout talent, and connect performers and artists with Calgary Pride
- Connect with Youth Engagement committee to recruit and support underaged volunteers

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

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



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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.