

Albany Pride Committee of Management (COM)

President, Vice President, Secretary, Treasurer, 2 x general committee members

Oversees all aspects of Albany Pride and Albany Pride festival and has final say in all things. Sets the budget, policies and strategic direction of the organisation in accordance with the objectives as stated in the constitution.

Events Committee Coordinator

Reports directly to the COM and oversees all events throughout the year and has final say in what events we go ahead with. Ensures someone is in charge of each individual event if needed and this person reports back to them on how they are going. Develops a calendar of events for the year and liaises with marketing/media coordinator as needed.

EVENTS SUBGROUP

Volunteers will be thinking of great ideas for events throughout the year, finding performers and venues, liaising with performers and venues, organising catering, finding people to be available at the events to help out

Pride Festival Committee Coord.

Refer to the separate "Albany Pride Festival" flowchart.
Reports directly to the COM and oversees the entire festival.

PRIDE FESTIVAL COMMITTEE

(inclusive of Fairday committee)

Refer to the separate "Albany Pride Festival" flowchart.

Volunteers needed for all aspects of the festival – see festival flowchart for details

Merchandise Committee Coordinator

Reports directly to the COM. Is in charge of determining what merch we need, what the budget is and organising this.

MERCHANDISE SUBGROUP

Volunteers will help look for interesting merch, do costings, etc

Media and Marketing Committee Coordinator

Reports directly to the COM. Oversees writing media releases; contacting media for interviews; doing interviews; organising photo shoots; Oversees all the marketing for the festival including graphic design/printing/organising flyers/posters out/contacting local business/CoA etc.

SOCIAL MEDIA COORDINATOR

Reports to Media and marketing coordinator. Oversees all our social media, plans annual social media strategy etc

MEDIA SUBGROUP

Volunteers must be highly competent in writing and communication/confident in talking to media/must feel confident in knowledge of Albany Pride. They might be arranging interviews and writing press releases etc. Must have good understanding of LGBTIAQ+ issues etc

MARKETING SUBGROUP

Volunteers in this group might be doing things like designing the festival flyer, designing Facebook tiles, organising ticketing for events and managing ticketing

Fundraising Committee Coordinator

Reports directly to the COM. Oversees finding local & other business sponsorship, ensuring sponsors are acknowledged appropriately; ensuring Sponsors align with Albany Pride's ethos etc.

Oversees donations.

SPONSORSHIP SUBGROUP

Volunteers might be helping find sponsors, figure out what they get for their sponsorship, how they want to be acknowledged, etc

GRANTS SUBGROUP

Volunteers might be looking for grant opportunities, contacting funding bodies for ideas/advice, writing grant applications, liaising with the events team to figure out budgets etc

Outreach Coordinator

Reports directly to the COM. Oversees all our groups: Spectrum, Pride Support group, Transverse and PFLAG.

Ensures reporting and financial statements are completed and fed back to COM.

Policy Coordinator

Reports directly to the COM.

Is responsible for determining what policies AP needs and writing these policies.

Volunteer Coordinator

Reports directly to the COM. Is responsible for recruiting, interviewing, supervising and training volunteers. Will schedule volunteers for ongoing tasks as well as staffing events, organising, and promoting events. Coordinates police checks. Form and maintain data base for volunteers on their availability and skillset. Will provide opportunities for volunteers to train as needed. Will keep volunteers informed about what's going on within AP via email or other means (newsletter)