

Chair Roles and Responsibilities

The Boston Pride Committee has several sub-committees that are coordinated by Chairs of each area, including:

- Community Outreach (1 year term)
- Entertainment (1 year term)
- Festival (2 year term)
- Fundraising (1 year term)
- JP Women's Block Party (2 year term)
- Logistics (1 year term)
- Media/Public Relations (2 year term)
- Merchandise (1 year term)
- Parade (2 year term)
- Pride Day @ Faneuil Hall/Flag Raising (1 year term)
- Stuart Street Block Party (2 year term)
- Volunteers (2 year term)

Each Chair Is Responsible For The Following:

- Supporting the mission, goals, objectives, of the Boston Pride Committee.
- Supplying the committee with personal contact information so the Boston Pride Committee can contact you with Pride related concerns.
- Attending meetings regularly.
- Informing the Boston Pride Committee if you plan to travel or become unreachable for an extended period of time.
- Attending all major events of the Boston Pride Committee, unless prior notice is given to Boston Pride Committee. This includes events during Pride Week and events planned by the Boston Pride Committee throughout the year
- Fostering open communication with other Chairs and the Board of Directors to share resources, ideas, and support.
- Respecting the opinions, identities, differences and ideas of others

Definition Of Each Chair Position:

Community Outreach Chair: Proliferates the Pride Committee's involvement with the other GLBT, community, and allied organizations.

- Coordinate positive relations with all GLBT organizations within Boston and its surrounding areas with the goal to coordinate the objectives between the organizations and Pride Committee
- Maintain email, written, and telephone correspondence with GLBT organizations.
- Pursue information regarding other organization's events and happenings
- Coordinate with other event chairs to attend other organization's meetings and/or functions that are relevant to Pride Committee

Entertainment Chair: Coordinates entertainment at the Festival.

Nine months of planning and coordination from October to June:

- Prepare contact list for national acts and/or speakers
- Recruit entertainment co-chairs and stage managers
- Send out entertainment applications to national, local and/or small acts
- Prepare stage schedules
- Work with Volunteer Coordinator to facilitate all volunteer needs
- Work with Media/PR chair to promote headliner, national, local and/or small acts
- Prepare and review all contracts with acts
- Coordinate all sound requirements with Logistics Coordinator
- Coordinate all banners for stage

Three months follow up and closure July to September:

- Follow up on all volunteer feedback
- Prepare follow-up report and documentation

Festival Chair: Coordinates the production, organization, management, and implementation of the Pride Festival.

Three months part-time prep from October to December:

- Prepare, mail, and process applications

Six months heavy planning and coordination from January to June:

- Organize logistic needs with logistics coordinator including, but not limited to stage, tents, tables, chairs, supplies, radios and golf carts
- Prepare and distribute confirmations letters
- Work with Volunteer Coordinator to facilitate all volunteer needs
- Maintain festival database and respond to participant questions
- Coordinate all placements of participant booths
- Attend city-wide planning meetings and coordinate permit needs

Three months follow-up and closure from July to September:

- Follow-up on all unpaid spaces
- Gather participant feedback
- Prepare follow-up report and documentation

Fund Raising Chair: Coordinates events to raise funds and friends for the Pride Committee

- Create positive relations with the GLBT community with the goal of raising funds for the Committee.
- Pursue information regarding grants, events and other fundraising opportunities
- Coordinate with other Chairs and the Board of Directors to insure funding goals are met

JP Women's Block Party Chair: Organizes, manages, and produces street party

Nine months heavy planning and coordination from October to June:

- Attend city-wide meetings and coordinate permit needs
- Secure and supply all sound requirements
- Plan street layout and coordinate street decorations
- Work with volunteer coordinator on volunteer needs
- Work with sponsors on promotional advertising
- Coordinate platform and/or stage requirements
- Secure DJ's and/or performers
- Order liquor and beverages

Three months follow up and closure July to September

- Follow up on feedback from volunteers
- Close out all outstanding invoices
- Prepare follow report and documentation

Logistics Chair: Helps coordinate all logistical components of all Pride events

- Works closely with the Board of Directors to ensure that all necessary logistical components of Pride week are in place including permits, rental of tents, tables, golf carts and other event needs

Media / Public Relations Chair: Coordinates and maintains media relations using various print, radio, and TV outlets.

- Understand and perpetuate positive public image of the Committee
- Address any media and/or PR issues that present themselves
- Maintain awareness of any and all media and pursue the better image of the Committee by proliferating good relations with GLBT, mainstream, community, college, local and national media outlets
- Use positive images and stories about the committee to educate the community about the committee's mission and goals
- Organize, maintain, and coordinate the committee's press releases & packets
- Work closely with board to highlight sponsor opportunities and ways to use positive image to increase sponsorship opportunities
- Work closely with board to create sponsorship packages
- Pursue and maintain close contact with any media that attend at pride events
- Work closely with webmaster to post any updates, news flashes, and/or any other information changes
- Work with event chairs to produce artwork necessary for event advertising
- Write and distribute monthly Pride newsletter

Merchandise Chair: Coordinates all the logo items for sale and distribution.

Nine months of planning and coordination from October to June:

- Gather inventory of previous year's remaining merchandise
- Gather quotes and information pertaining to new merchandise
- Work with Volunteer Coordinator to facilitate all volunteer needs such as a sales staff, and cashiers
- Present merchandise options and costs to Boston Pride Committee
- Order merchandise, and coordinate its storage and distribution to and from events
- Coordinate the sale of merchandise at all Pride events.

Three months follow up and closure July to September:

- Follow up on all volunteer feedback
- Prepare follow-up report and documentation

Parade Chair: Coordinates the production, organization, management, and implementation of the Pride Parade.

Three months part-time preparatory work from October to December:

- Prepare all necessary forms for distribution
- Maintain and update participant mailing list
- Organize any subcommittees as needed.

Six months heavy planning and coordination from January to June:

- Mail applications to participants
- Work with Volunteer Coordinator to facilitate all volunteer needs
- Process applications
- Attend city-wide planning meetings
- Coordinate permit needs
- Distribute regular updates to parade groups and participants
- Prepare Marshal Handbooks
- Coordinate group Marshals meetings
- Plan parade line-up of marching groups

Three months follow-up and closure from July to September:

- Work with Volunteer Coordinator to coordinate Award/Volunteer reception
- Gather feedback from groups and volunteers
- Prepare wrap-up meeting report
- Prepare all necessary documentation for future Parade Chair(s)
- Close all outstanding bills, or transfer bills to President and/or Treasurer.

Pride Day @ Faneuil Hall / Flag Raising Chair: Organizes, manages, and produces both events that kick off Pride week.

Nine months planning and coordination from October to June:

- Coordinate with mayor's LGBT liaison for flag raising at city hall
- Coordinate entertainment at Faneuil Hall
- Coordinate booths at Faneuil Hall

- Coordinate volunteer needs with volunteer coordinator
- Work with Faneuil Hall for location and placement for event

Three months follow up and closure July to September:

- Follow up on feedback from volunteers
- Close out all outstanding invoices
- Prepare follow report and documentation

Stuart Street Block Party Chair: See JP Women's Block Party Chair section

Volunteer Chair: Coordinates volunteers for all events of Pride Week and throughout the year

Three months of part-time prep work from October to December:

- Outreach to prospective volunteers using various internet, print, and any other relevant media outlets.
- Process volunteer applications and maintain volunteer database
- Maintain correspondence with current volunteers
- Plan social events to recruit, and/or attend outside volunteer workshops.
- Screen volunteer applicants to understand the applicant's capabilities and/or availability.
- Work with board and other event chairs to maintain adherence to Policy and Procedures of Committee
- Understand the job descriptions of events

Six months heavy work from January to June:

- Work with event chairs to define volunteer needs at each event.
- Assist in planning Committee retreats.
- Organize radio distribution and collection at events
- Send out regular update correspondence to volunteers
- Organize, plan, and coordinate orientation information and meetings
- Coordinate the food for volunteers at events.

Three months of follow-up and closure from July to September:

- Organize a volunteer party in conjunction with Parade Award Reception.
- Organize volunteer "Thank You" prizes, and/or gift bags.