

## **Parade Committee Chair Job Description**

Committee Chairs have a strategic role to play in representing the vision and purpose of Whatcom Pride. This volunteer role ensures that the committee functions properly, has full participation at meetings, relevant matters are discussed, and that effective decisions are made and carried out.

The Parade Committee is responsible for managing the registration and parade experience of local businesses, organizations, and individuals who wish to participate in the Pride Parade. This includes working with the Logistics Committee to ensure the route is properly advertised and prepared, coordinating parade line up, and managing pre-registrations via the Whatcom Pride website.

### **Responsibilities**

Ensure the Parade Committee functions properly:

- Plan and run meetings as needed
- Facilitate decision-making and ensure follow through on decisions made
- Plan for recruitment and renewal of Parade Committee volunteers in coordination with Board of Directors and Volunteer Coordinator
- Communicate with Whatcom Pride Board of Directors regarding decisions, progress, and event status

Parade Participant Coordination and Management:

- Monitor and manage parade registration
- Answer participant and community questions about Parade information including route, time, registration process, etc.
- Manage day of coordination (with Logistics Committee) to ensure participants are given their order, information on where to line up, and starting/ending instructions
- Monitor set up and clean up processes at parade start in line with Whatcom Pride policies

### **Qualities and Skills Required**

- Strong leadership skills
- Good communication and interpersonal skills
- Ability to lead meetings and ensure tasks are completed promptly
- Ability to represent Whatcom Pride in a professional and positive manner
- Experience working with events and parades, or volunteer coordination preferred