

Permits and Logistics 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 their committee functions properly, has full participation at meetings, relevant matters are discussed and that effective decisions are made and carried out.

The Permits and Logistics Committee is responsible for obtaining necessary permits through the city, managing relations with businesses along the parade route, and coordinating day of logistics for both the parade and festival events. This includes working with the Parade Committee and Vendor Committee to ensure the parade route is properly advertised and prepared and that vendor spaces are properly laid out and assigned.

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

Obtain permits and other necessary reservations for both the Pride Parade and Festival events

- Work with City of Bellingham to complete the permitting process in a timely manner
- Communicate with businesses along the parade route regarding any road closures
- Coordinate with Parade Committee to ensure any necessary signage is posted along parade route in line with City Permit requirements.
- Communicate with Whatcom Pride Board of Directors regarding decisions, progress, and event status

Day of Coordination and Management:

- Work with volunteers and Vendor Committee to organize vendor check in, set up, and tear down
- Coordinate and manage set up of event venue, including any necessary signs, banners, stage, etc
- Coordinate with vendors to meet needs for technology, equipment, etc

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 large events and parades and/or experience obtaining event permits preferred