

# Oxford Pride Group Ltd

# **BYLAWS**

(Policy, Organisation and Rules)



## **OXFORD PRIDE**

Updated July 2024  
**Date of next review: 2026**

# Table of Contents

<b>1) Interpretations .....</b>	<b>1</b>
<b>2) Aims and Objectives .....</b>	<b>1</b>
<b>3) Diversity and Equal Opportunities .....</b>	<b>1</b>
Application of the Equality Policy .....	2
The Charity's commitment .....	2
<b>4) The Seven Principles .....</b>	<b>3</b>
Selflessness .....	3
Integrity .....	3
Objectivity .....	3
Accountability .....	3
Openness .....	3
Honesty .....	3
Leadership .....	3
<b>5) Roles &amp; Responsibilities .....</b>	<b>4</b>
<b>6) Organisation Structure .....</b>	<b>4</b>
<b>7) Board of Trustees .....</b>	<b>6</b>
<b>8) Management Committee .....</b>	<b>6</b>
<b>9) Directors .....</b>	<b>6</b>
<b>10) Officers .....</b>	<b>6</b>
<b>11) Member .....</b>	<b>7</b>
<b>12) Founding Member .....</b>	<b>7</b>
<b>13) Non-Member .....</b>	<b>7</b>
<b>14) Volunteer .....</b>	<b>7</b>
<b>15) Working Groups .....</b>	<b>7</b>
<b>16) Financial Regulations .....</b>	<b>7</b>
<b>17) Bank Account .....</b>	<b>7</b>
<b>18) Fundraising Events .....</b>	<b>8</b>
<b>19) Collection Tins .....</b>	<b>8</b>
<b>20) Members' Expenses .....</b>	<b>9</b>
<b>21) Supplier/Contractor Expenses .....</b>	<b>9</b>
<b>22) Travelling Expenses .....</b>	<b>9</b>
<b>23) Hotel Accommodation .....</b>	<b>10</b>
<b>24) Actions and Responsibilities .....</b>	<b>10</b>

25)	Items and Equipment belonging to OPG .....	10
26)	Membership.....	11
27)	Annual General Meetings .....	11
28)	Extraordinary General Meetings .....	11
29)	General Meetings .....	11
30)	Notice of General Meetings .....	12
31)	Minutes of Meetings.....	12
32)	Quoracy .....	12
33)	Board of Trustees Meetings .....	13
34)	Meetings of the Officers .....	13
35)	Conduct in Meetings.....	13
36)	Voting .....	14
37)	Appointment of Non-Executive Directors .....	15
38)	Appointment of Directors: Chair, Secretary and Treasurer .....	15
39)	Appointment of Officers .....	15
40)	Volunteers Code of Conduct.....	16
41)	Harassment & Bullying Policy.....	17
1.	General principles .....	17
2.	Definitions .....	17
42)	Safeguarding Policy .....	19
43)	Social Networking Policy.....	19
44)	Conflicts of Interest .....	20
45)	Confidentiality.....	20
46)	Collective Decisions .....	20
47)	Communications with Other Agencies.....	20
48)	Hospitality and Gifts .....	20
49)	Complaints Procedure.....	21
50)	Actions that will be taken / investigating procedure .....	21
51)	Breaches of the Policy, Organisation and Rules.....	22
52)	Where the breach of code occurs during any meeting:.....	23
53)	Whistle Blowing .....	23
	Aims and Scope .....	23
	Confidentiality .....	24
	Anonymous Allegations.....	24

Untrue Allegations.....	24
How to raise a concern.....	25
Timescales .....	25
Responsible officer .....	25
<b>54) GDPR Policy.....</b>	<b>25</b>
<b>55) Reserves Policy.....</b>	<b>26</b>
<b>56) Amendments.....</b>	<b>26</b>
<b>57) Job Descriptions – Directors .....</b>	<b>26</b>
Chair.....	26
Secretary.....	27
Treasurer .....	27
Non-Executive Director .....	28
<b>58) Job Descriptions – Officers .....</b>	<b>29</b>
Accessibility Officer .....	29
Communications Officer.....	29
Community Officer .....	30
Creative Officer.....	30
Entertainment Officer .....	31
Fundraising & Events Officer .....	31
Marketplace Officer.....	32
Operations Officer .....	33
Parade Officer.....	33
Sponsorship Officer .....	34
Volunteer Officer.....	35
Website Officer.....	35
<b>Amendment Notes .....</b>	<b>37</b>




## 1) Interpretations


- a) 'address' means a postal address or, for the purposes of electronic communication, a fax number, an e-mail or postal address or a telephone number for receiving text messages in each case registered with the Charity.
- b) 'company law' means The Companies Act 2006; 'charity law' means the Charities Act 1993.
- c) 'LGBT' and 'LGBTQIA+' means Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Intersex, Asexual and persons of other sexual orientation, gender identity or expression, and sex characteristics.
- d) 'the Charity' means the company regulated by the Articles of Association and this document;
- e) 'the company' and 'OPG' means Oxford Pride Group Ltd.
- f) 'Board of Trustees' means the elected Directors of the charity including the Non-Executive Director.
- g) 'Trustees' means the Directors of the charity as defined by Section 97 of the Charities Act 1993.
- h) 'Management Committee' means the elected Directors and appointed Officers of the Charity but does not include the Non-Executive Director.
- i) 'Director' means the elected positions of Chair, Secretary, Treasurer and the appointed positions of Non-Executive Director.
- j) 'Officer' means a person appointed to perform a role who may not be a Trustee or a Director but is a member in good standing.
- k) 'Pride year(s)' means the period between two Annual General Meetings
- l) 'the United Kingdom' means United Kingdom of Great Britain and Northern Ireland;
- m) Singular, Plural, Gender References to one gender include all genders and references to the singular include the plural and vice versa.

## 2) Aims and Objectives

Oxford Pride exists to promote equity and diversity, advance education and eliminate discrimination in relation to Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and Asexual people plus those of other sexual orientations, gender identities or expression, and sex characteristics (LGBTQIA+), in particular but not exclusively, those resident in Oxford or Oxfordshire, for the benefit of the public by raising awareness of issues affecting said persons, in particular by producing and promoting regular events, including an annual LGBTQIA+ festival, and making grants and/or donations to other charitable and voluntary organisations, with the object of developing an environment in favour of LGBTQIA+ equity by providing information, entertainment and support.

## 3) Diversity and Equal Opportunities

- a) Oxford Pride is committed to an inclusive culture which promotes equity, values diversity and maintains an environment in which the rights and dignity of all its members, volunteers and attendees, are respected.
- 

- 
- b) Oxford Pride embraces diversity amongst its members, volunteers and attendees, and seeks to achieve equity in the experience of all through the implementation of transparent policies, practices and procedures and the provision of effective support.
  - c) Oxford Pride recognises that equity should be embedded in all its activities and will seek to promote awareness of equity and encourage good practice.
  - d) In exercising its policies, practices, procedures and other functions, the Charity will have due regard to its duties under the Equality Act 2010 and to the protected characteristics (age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race, religion or belief (including lack of belief), sex and sexual orientation) specified within it, as well as other relevant circumstances including parental or caring responsibilities.

In particular, the Charity will:

- e) Encourage applications for committee positions from the widest pool of potential candidates, especially where representation is disproportionately low.
- f) Take steps to meet the needs of individuals from protected groups where these are different from the needs of others.
- g) The Charity expects all members to treat each other with respect, courtesy and consideration and does not tolerate any form of bullying or harassment. It has a Policy on Harassment and Bullying.

## **Application of the Equality Policy**

- I. This policy applies to all members of the Charity, and attendees at any Charity events.
- II. All members of the Charity are expected to act in accordance with this policy and to always treat fellow members with respect.
- III. All visitors to Charity events, including contractors, and people operating on behalf of the Charity, have a responsibility to behave in accordance with the principles of this policy.

## **The Charity's commitment**

- h) The Charity will:
  - I. Seek to embed equity in all its activities.
  - II. Have regard to its obligations under relevant legislation, including the Equality Act 2010 and the Public Sector Equality Duty 2011.
  - III. Publicise this policy, and any relevant codes of practice and guidance.
  - IV. Use evidence-based approach to inform its activities to increase equality and to measure the impact of any changes.
  - V. Regular review of this policy and all associated codes of practice and guidance will be done each year.



## 4) The Seven Principles

### **Selflessness**

Those in public office should take decisions solely in terms of the public interest. They should not do so to gain financial or other material benefits for themselves, their family or their friends.

### **Integrity**

Those in office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

### **Objectivity**

In carrying out business, including making appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of office should make choices on merit.

### **Accountability**

Those in office are accountable for their decisions and actions to the members and must submit themselves to whatever scrutiny is appropriate to their office.

### **Openness**

Those in office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider interest clearly demands.

### **Honesty**

Those in office have a duty to declare any private interests relating to their duties and to take steps to resolve any conflicts arising in a way that protects the interest.

### **Leadership**

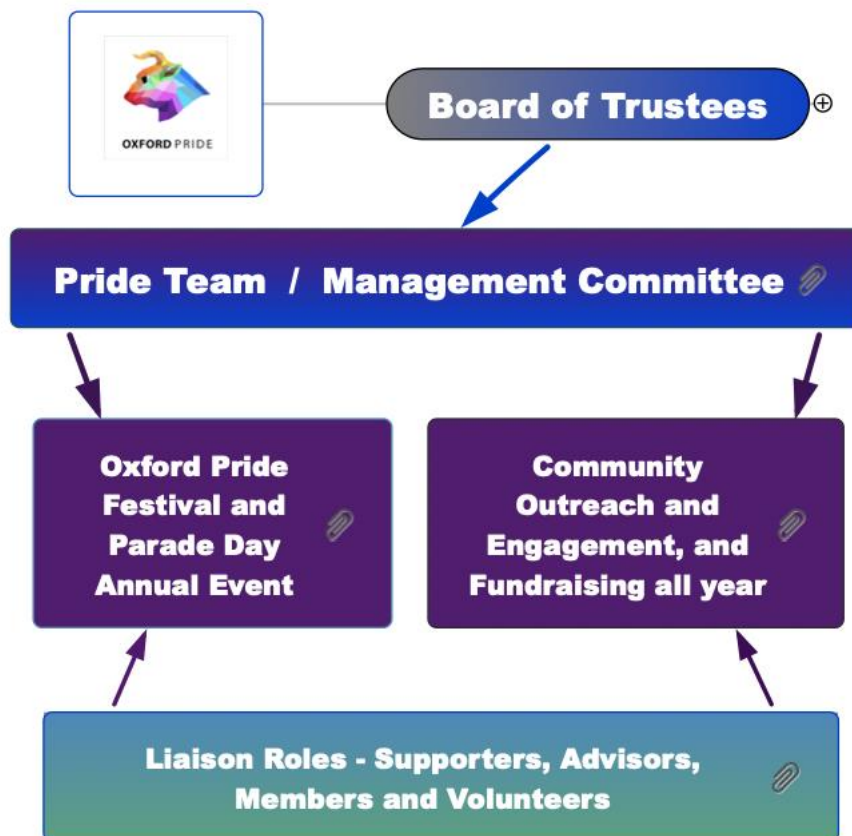
Those in office should promote and support these principles by leadership and example.

## 5) Roles & Responsibilities

- a) This section outlines the structure of the Charity including the functions of each role and their responsibility. It is important that all Members have a clear understanding of the various roles and responsibilities of all positions. All positions are voluntary.
- b) Executive Directors are the Chair, Secretary and Treasurer, and hold a term of office for two Pride years. Non-Executive Directors are appointed for a minimum of two consecutive years. Officers are appointed for a term of one Pride year.
- c) Membership is for one financial year of the charity.
- d) Members can be appointed to hold office in any one position of the Management Committee. People with experience in a position are encouraged to work with and mentor other interested volunteers.

## 6) Organisation Structure

The following flow charts provide a visual structure of Oxford Pride Group Ltd to help explain the different focus areas of the Management Committee, Board of Trustees and how other supporters, Volunteers and Members can help to organise and deliver Oxford Pride events.







**Board of Trustees**  
Non-Executive Directors x3

- Chair
- Secretary
- Treasurer

**Pride Team / Management Committee**

**Annual Event - Irregular Time Commitment**

**Regular Time Commitment - Weekly or Monthly**

- Operations
- Marketplace
- Parade
- Festival

- Volunteers
- Accessibility
- Sponsorship
- Fundraising & Events
- Entertainment
- Community

- Creative
- Website
- Communications

**Liaison Roles - Supporters, Advisors, Members and Volunteers**

Members	Life Members / Alumni
Volunteers	Universities
Venues	Schools
Faith	Students
Sports	Youth
Local Authorities	Social / Community Groups
Supporters / Allies	Others



## 7) Board of Trustees

- a) Trustees are listed as Directors of the company at Companies House and as Charity Trustees with the Charity Commissioner for England & Wales.
- b) The Board of Trustees shall meet at least once every 12 weeks with minutes of the meeting being made available to all present within 5 days.
- c) The Board's function is to decide the strategy, policies and overall direction of Oxford Pride Group Ltd within the budget, legal and statutory framework, and other relevant funding criteria set.
- d) The Board is responsible for monitoring the performance of the Management Committee in delivering the legitimate decisions of the Board but are required to pay due regard to formal advice given by the Management Committee, accountant, legal advice, the bank and funders.

## 8) Management Committee

- a) The Management Committee includes the Chair, Secretary, Treasurer and Officers, and shall meet at least once every 6 weeks with minutes of the meeting being made available to all attendees within 5 days.
- b) It is the role of the Management Committee to implement the Board's legitimate decisions and to manage on a day-to-day basis the affairs of the Charity, within the budgets, legal and statutory framework and other relevant criteria set.
- c) Vacant positions shall be advertised to actively encourage new people to become involved, with particular emphasis on people from under-represented areas within the local community.
- d) While positions remain vacant the Chair can delegate responsibilities upon skills existing within the committee or membership to ensure all are taking a shared responsibility and to assist with delivering events and succession planning and mentoring.

## 9) Directors

Directors are the Chair, Secretary and Treasurer who are current members of OPG and have been voted by the membership to hold an official capacity with the charity. Directors are required to attend all meetings.

## 10) Officers

Officers are current members of OPG who have been voted by the membership to hold an official position with the charity. Officers are required to attend all General Meetings. Failure to attend or send apologies to three meetings may result in the Officer being removed from the Committee, access to emails being suspended and the position being advertised as vacant.



## 11) Member

A member is a person who has completed the requirements to become a member of the charity.

## 12) Founding Member

A founding member is a person who has been granted lifetime membership of the charity and has the same rights as a current Member.

## 13) Non-Member

A non-member is a person who is not otherwise defined as above.

## 14) Volunteer

A volunteer is a person who has completed the requirements to become a member of the charity.

## 15) Working Groups

Volunteers may be sought at any time for working groups to enhance the operation of OPG. Working groups will be chaired by an Officer and report to the Management Committee.

## 16) Financial Regulations

This section is intended to set out the financial regulations which all must adhere to. This document may not be a complete list of all the rules regarding financial regulations and procedures and should only be used as a guide in conjunction with the articles of associated and laws of the United Kingdom.

## 17) Bank Account

- a) OPG should maintain a bank account that must be based in the United Kingdom.
- b) OPG should ensure that there are at least 3 and no more than 5 signatories to the account. The three that must be on the account are the Chair, Treasurer and Secretary. The two others can be any officer of the Management Committee or any other Trustee that the Management Committee decide needs to be on the signatory list.
- c) If the bank account has a cheque book, that will remain with the Treasurer.
- d) Bank statements should be sent to either the company address, which shall be the home address of the Chair or to the Treasurers home address.
- e) Cheques made payable to a bank account signatory cannot be one of the signatories on that cheque.
- f) Payments made by BACS can only be made by the signatories of the account.

## 18) Fundraising Events

- a) Responsible person means:
  - I. Director of OPG.
  - II. Officer of OPG.
- b) The overall responsible person in charge at an event organised by OPG (and covered by OPG insurance) will be nominated by a Director of OPG for every event and elected as follows:
- c) If a Director of OPG is in attendance and representing OPG then they shall be the responsible person.
- d) If a Director of OPG is not in attendance, or in attendance and not representing OPG, then the responsible person shall be one from the Management Committee.
- e) In the event of no responsible person remaining at the event, then fundraising at the event must finish prior to the overall responsible persons leaving.
- f) The overall responsible person in charge will be responsible for all monies, any collection tins, collection buckets, contactless payment devices and/or stock that belong to OPG.
- g) Fundraising events must have at least two responsible persons in attendance, one of whom will be the overall responsible person in charge
- h) When collecting cash at a fundraising event a sealed OPG collection tin must be used.
- i) The tin must remain sealed and returned to a Director of OPG who will in the presence of the overall responsible person in charge, open the tin and count the money.
- j) As soon as the money is counted the name of event and amount made will be communicated to the Management Committee and banked at the earliest possible opportunity.
- k) All fundraising events must be pre-planned and approved by the Management Committee; they cannot be a spur of the moment event.
- l) Any issues that arise during the event must be discussed with the venue management by the overall responsible person in charge and be reported immediately to a member of the Board of Trustees.
- m) Monies from multiple fundraising events must not be combined uncounted at any time.

## 19) Collection Tins

- a) Collection tins which are in various venues are the responsibility of the Treasurer.
- b) They must be emptied at least once every 42 days (6 weeks) by the Treasurer and at the end of the financial year.
- c) A tin must be opened in the presence of one other Director or Officer of OPG or an employee of the venue and once money is counted, the name of venue and amount collected will be communicated to the Management Committee and banked at the earliest opportunity.



## 20) Members' Expenses


- a) All out of pocket expenses must be agreed in writing by a Director of OPG prior to the expense being incurred. All expenses for alcohol must be prior approved by a simple majority vote of the Board of Trustees, expense claims without prior approval will be rejected, and alcohol purchases cannot be approved after the expense was incurred.
- b) The Treasurer must be notified of the total amount of expense by email within 7 days after incurring the expense. Notification submitted after 7 days may not be paid.
- c) An expenses form must be completed with receipts and returned to the Treasurer within twenty-one days of the expense being incurred.
- d) Any expenses must be for the use of OPG, personal expenses will not be paid.
- e) Expense claims for an amount greater than £50 require approval at a general meeting.
- f) Maximum limit of Expense in one single transaction that the Treasurer can solely authorise is £350.
- g) Expenses greater than £350 in one single transaction must be authorised by two Directors.
- h) Expenses greater than £1000 in one single transaction must be approved at a General Meeting by at least two Directors and two Officers.
- i) Expenses will usually be reimbursed by BACS within 48 hours of an approved expense claim being submitted, reimbursement via means of cash is not available.

## 21) Supplier/Contractor Expenses

- a) Any expenses that have been agreed to be paid by OPG must follow the same procedure as item 5. Members' Expenses, except the following:
  - I. Expenses can be claimed up to 30 days after purchase; claims submitted after this may not be paid.
  - II. Expenses must be countersigned by a Director of OPG.
  - III. Members of OPG may not be a Supplier or Contractor to OPG unless specially authorised under the provisions of Section 7 of the Articles of Association and any expense claim must be countersigned by a Non-Executive Director of OPG.

## 22) Travelling Expenses

- a) Travelling expenses can only be claimed if the total journey is at least 5 miles from a permanent home address to any official Oxford Pride Business by prior approval by the Management Committee at a general meeting.
- b) The distance will be calculated by the shortest distance on the AA Route Planner.
- c) For permanent resident of the United Kingdom the maximum claim is £150.
- d) For permanent resident outside the United Kingdom the maximum claim is £300.
- e) Travel by Coach, Bus, Rail, Air can be claimed if:
  - I. a valid receipt for the purchase of a standard/economy class public transport fares. Claims for travel in First/Business class or similar will not be paid unless it is cheaper than economy/standard class public transport fares at the time of booking.

- 
- f) Use of hire cars/taxis must be accompanied by a receipt; maximum claim is £30.
  - g) Use of private vehicles will be paid at 45p per mile.
  - h) Travelling expenses cannot be claimed for attending any General, Trustee or Officer Meetings.


## **23) Hotel Accommodation**


- a) Will be provided if total journey time to or from the City Centre of Oxford whilst attending approved official Oxford Pride Business is at least 120 minutes (2 hours).
- b) Accommodation rate must be a standard room and may include breakfast and/or evening meal.
- c) Expenses for extra chargeable items such as Room Service Delivery, Minibar, Alcohol, other meals, Internet and TV will not be paid.
- d) Hotel accommodation expenses must be pre-approved by a director fourteen days prior to use.
- e) Hotel accommodation receipt must be produced prior to your stay or within 5 days after checking out of the accommodation, alternatively booked on your behalf by the Treasurer.

## **24) Actions and Responsibilities**

- a) Whilst at an event all members of the Management Committee representing OPG must:
  - i. be of a smart appearance and wear Oxford Pride branded clothing when available.
  - ii. be in possession of suitable personal photo identification such as a passport or driving license.
  - iii. not be intoxicated or under the influence of non-prescribed substances.
- b) Any actions which bring OPG into disrepute will be treated as gross misconduct which may lead to suspension or permanent cancellation of membership to OPG.
- c) Any suspicions of fraud must be reported to a member of the Board of Trustees immediately and in confidence; the Trustee receiving the report will determine the appropriate action.

## **25) Items and Equipment belonging to OPG**

- a) All items of equipment must be recorded by a nominated person, usually the Treasurer, and the recorded details must include:
    - i. item name,
    - ii. quantity and/or size
    - iii. manufacturer, serial number (if available),
    - iv. approximate value,
    - v. purchase date
    - vi. location of storage or the user.
  - b) Items with OPG branding or of high value such as PA or other equipment are to be recorded when passed onto a Member of the Pride Team.
  - c) Any loss or damages must be reported to the Directors within 48 hours.
- 

- 
- d) Repairs to equipment must not be undertaken by untrained persons or without express permission from the Board of Trustees.
  - e) Purchase of new or replacement items or equipment must be approved by the Board of Trustees.

## **26) Membership**

- a) To become a member an individual shall complete an application form and be added to the register of members held by the Secretary. The duration of membership shall be a maximum of 12 months.
- b) Membership will expire on the end of the current financial period [Section 10(7) of Articles of Association].
- c) Entitlement to full speaking and voting rights at all meetings.
- d) Eligible to stand for appointment to a position on the Management Committee.
- e) Membership is open to all [Section 10(2) & 10(3) of Articles of Association]; however, a member may be expelled for misconduct [Section 12(4) of Articles of Association].
- f) A member may resign by writing to the Secretary informing of their decision. The membership fee is non-refundable [Section 12(2) of Articles of Association].
- g) Life membership is granted to named founders of OPG.

## **27) Annual General Meetings**


- a) An Annual General Meeting must be held each year, preferably after the end of financial year, and not more than fifteen months may elapse between successive AGMs.
- b) Members are presented with Statement of Accounts, Annual Return and Annual Reports
- c) Officers resign after one year. Chair, Secretary and Treasurer retire after a two-year term.
- d) Nominations for vacant positions are presented and voting is by a simple majority vote.
- e) Motions for the meeting must be proposed and seconded and be submitted to the Secretary at least 10 days prior to the meeting. The date for this will be sent to the membership with the AGM notice.


[Section 13(2) of Articles of Association]

## **28) Extraordinary General Meetings**

Extraordinary General Meetings are open to members only and are only for items that require a special resolution which has been proposed in a clear motion and signed by at least five members, or for the election of Directors outside the cycle of Annual General Meetings.

## **29) General Meetings**

- a) Other General Meetings are open to both members and non-members. These meetings are to discuss the day-to-day running of the Charity.
- 

- 
- b) These meetings may become closed meetings at any time during the meeting to discuss an item.
  - c) Any meeting at which an officer stands for election must be open to all members.

### **30) Notice of General Meetings**

- a) The minimum periods of notice required to hold a general meeting are:
  - b) Fifteen clear days for an Annual General Meeting.
  - c) Ten clear days for an Extraordinary General Meeting called for the passing of a special resolution.
  - d) Five clear days for all other general meetings.

[Section 15(1) of Articles of Association]

### **31) Minutes of Meetings**

- a) Minutes must be taken of all meetings including Meetings of the Officers.
- b) Minutes must be circulated to all those who were present within 5 days.
- c) Unconfirmed minutes only to be sent to the Management Committee and those who attended the meeting, they are not to be made public until approved.
- d) Confirmed minutes must be published on the website within 5 days after being confirmed.

[Section 46 of Articles of Association]

### **32) Quoracy**

1. General Meetings:
  - a. five Members present and entitled to vote upon the business to be conducted at the meeting; or
  - b. sixty percent of the total Management Committee; and
  - c. one Director is present.
2. Annual and Extraordinary Meetings:
  - a. ten Members present and entitled to vote upon the business to be conducted at the meeting; or
  - b. sixty percent of the total Management Committee; and
  - c. two Directors are present.
3. Board of Trustees Meetings:
  - a. two Directors present; or
  - b. one-third of the total number of Directors, whichever is the greater.
4. Other Meetings:

Quorum is not required.

[Sections 17-20 & 40(2) of Articles of Association]





### 33) Board of Trustees Meetings


- a) Trustees may call meetings at any time; these are open to the Trustees only and have a quorum.
- b) Trustees may overrule a decision made by the Management Committee by a simple majority vote.


### 34) Meetings of the Officers

- a) Officers may call meetings at any time; these are by invitation only and have no quorum.
- b) Officers may agree in these meetings to act within limits previously agreed at a General Meeting.
- c) Decisions or financial outlay must be approved at a General Meeting, except if urgent action is required, in which case approval may be sought from two Directors, one of which must be the Treasurer if the decision has any financial impact.

### 35) Conduct in Meetings

Much of the work of the Charity will be undertaken at meetings, small and large. The effectiveness of these meetings is critical because they will be:

- a) The principal decision-making tools.
  - b) The principal method of wider community and partner involvement.
  - c) The behaviour of participants at a meeting is important to the success of the meeting. Some people may lack the confidence to express themselves fully in a meeting with other people, whereas some find it all too easy to dominate.
  - d) Effective meetings can be achieved if all individuals are committed to some simple ground rules for behaviour before and during meetings.
  - e) Individuals have a responsibility to be properly prepared for meetings by reading the paperwork beforehand and by committing themselves to attending meetings as required.
  - f) Individual and personal disputes should not be allowed to affect conduct within the meeting but should be resolved elsewhere.
  - g) All contributions should be addressed to the meeting via the Chair. Individuals wishing to speak should seek the attention of the Chair and wait their turn to speak only when directed by the Chair.
  - h) Individuals should not have meetings within meetings by discussing issues with other individuals or groups of individuals when another person has been directed by the Chair to speak. All comments and queries should be directed to the whole meeting via the Chair.
  - i) Individuals should respect the contributions of others by not interrupting when someone is speaking even when you may not agree with what they are saying.
  - j) In contributing to the meeting individuals will ensure that comments they make do not amount to a personal attack on another individual and should avoid using heated, emotional and value loaded language and behaviour.
- 

- 
- k) Individuals should be constantly aware in their remarks, of their equal responsibilities and avoid the use of potentially offensive language and comments.
  - l) Individuals should above all remember that collective decision-making means not always getting the decision you want and accepting the responsibility of abiding by majority decisions.
  - m) It is very important that decisions taken in meetings are well informed by having appropriate, accurate information and debate on the topics concerned. Members and the wider community must be able to feel that decisions, particularly those affecting the spending of public funds, are fair and have not been influenced by the vested interests of those making these decisions or based on misinformation. For this reason, one of the most important areas of appropriate behaviour during meetings, in addition to the above, relates to declarations of interest.
  - n) The Chair of the meeting has the right to ask any person to leave if their conduct is unacceptable.

## 36) Voting

- a) All members present at a meeting are entitled to one vote.
- b) Non-Executive Directors present at a meeting are entitled to one vote. Unless in the case of a tie, where a casting vote may be made if there are an odd number of Non-Executive Directors present. Should this not be the case the Chair will have the casting vote, as per (e), in this section.
- c) Voting at a meeting shall be decided by a show of hands unless before, or on the declaration of the result of the show of hands, a secret ballot is demanded by the person chairing the meeting or by at least two members present who have the right to vote at the meeting.
- d) If a secret ballot be demanded, the Returning Officer will be appointed from among those present by a simple majority.
- e) Should a tie arise then the Chair of the meeting shall have a casting or second vote.
- f) At an Annual General Meeting should a position be contested by more than two candidates, the person with the fewest votes in the first round shall be eliminated then a re-vote process shall continue until a simple majority is reached. In the event of a tie, the decision will be by means of a secret ballot of the Non-Executive Directors present.
- g) The result of the vote must be recorded in the minutes of the charity, but the number or proportion of the votes cast need not be recorded.

[Section 21, 23 & 23A of Articles of Association]




## **37) Appointment of Non-Executive Directors**

- a) Prospective persons apply via means of a completed application form addressed to the Directors.
- b) Applicants are short-listed by the sub-committee and if successful are invited to attend an informal interview. The sub-committee is, 3 Directors and 2 Officers, 4 of which must be present to conduct an interview.
- c) Applicants successful at the interview stage are invited to an Extraordinary General Meeting to be voted in by the membership via the means of a simple majority vote. At the meeting, applicants make a short introduction about themselves and can be asked questions. If successful at the voting stage, they are appointed as a Non-Executive Director.
- d) Non-Executive Directors hold office for a term of at least two years from date of appointment.

## **38) Appointment of Directors: Chair, Secretary and Treasurer**

- a) Prospective persons must make an application in writing to the Directors not less than seven days prior to the EGM or AGM.
- b) The application must include any requested details in the format requested, including references and information required by Companies House, plus previous experience/key skills/benefits they could bring, why they are applying, what changes they might wish to make should they be successfully appointed and where possible a photograph of themselves.
- c) Applicants must be proposed by a member and attend the AGM to deliver a presentation and answer any questions that any Members may have.
- d) Upon completion of all presentations the voting for that position shall commence.
- e) If successful at the voting stage, they are appointed as Director at the end of the meeting.

## **39) Appointment of Officers**

- a) Prospective persons must make an application in writing to the Chair.
  - b) The applicant's skills and qualifications for the officer are assessed by the directors
  - c) A recommendation by the directors, excluding the non-executive directors is made.
  - d) The applicant is informed of the decision and appropriate feedback
  - e) At the next General Meeting or AGM members are informed of the appointment
  - f) Any Officer role may be held as a job-share between two people who meet the requirements and are both duly appointed. Clear delegation of areas of responsibility must be agreed by Management Committee.
- 

## 40) Volunteers Code of Conduct

- a) Oxford Pride is committed to creating a safe, inclusive and supportive space for all who attend our Festival events and Parade Day. Therefore, we have the following code of conduct in place for all volunteers.
- b) Please note that, in the first instance, failure to abide by this code of conduct will be addressed by an Oxford Pride committee member, and the issue will be communicated to the volunteer(s) in question. However, serious or repeated breaches will not be tolerated, and may result in any individual or group not being allowed to continue as volunteers, being removed from an event, and where applicable being referred to the police.
- c) Oxford Pride is committed to equity and diversity, and everyone in the community is welcome to attend our events. Be respectful of all Pride goers, Oxford Pride committee members and fellow volunteers.
- d) Please note that all our events operate the following safe spaces policy to help create an open and welcoming environment, and we ask that everyone respects these points. If you see any individual or group failing to abide by this code of conduct and are not sure how to respond, please alert an Oxford Pride committee member immediately (identifiable by volunteer t-shirts and ID badges):
- e) Verbally or physically aggressive behaviour towards any other person(s) will not be tolerated.
- f) Any form of prejudice based on age, disability, ethnicity, gender identity, gender reassignment, religion/belief, sexual orientation, marriage/civil partnership, pregnancy/maternity, nationality, class, sexual expression, appearance, language ability, intersex characteristics or immigration status will not be tolerated.
- g) Do not make assumptions about gender, pronouns, sexuality, or whether someone is 'out'. If you are unsure, it is better to ask the person(s) to avoid upset.
- h) When communicating with members of the public, please avoid gendered phrases like 'sir', 'madam', 'guys', etc., which may exclude trans/non-binary people. For example, you could get someone's attention by saying 'excuse me'.
- i) On the Parade Day, all toilets on the Main Stage site will be gender-neutral, and we ask all participants to respect that.
- j) Please respect other people's physical boundaries – non-consensual touching of any other person(s) will not be tolerated.
- k) Be aware of people's personal preferences towards their photograph being taken. Only take photos of friends and people you know; otherwise, please ask beforehand.
- l) Violence, theft, extreme intoxication, the selling and use of drugs, and public sexual acts are not welcome at Oxford Pride.
- m) If you are ever made to feel unsafe or threatened by anyone, please bring this to the attention of an Oxford Pride committee member or security staff.

Importantly – enjoy yourselves! Oxford Pride is about celebrating who you are, and the more you enjoy yourselves, the more fabulous the day will be for everyone

# 41) Harassment & Bullying Policy

## 1. General principles


- a) The Charity is committed to maintaining an environment in which the rights and dignity of all its members, and attendees, are respected.
- b) The Charity expects all members to treat each other with respect, courtesy and consideration. All members have the right to expect professional behaviour from others, and a corresponding responsibility to behave professionally towards others.
- c) Harassment is a serious offence. Where necessary, complaints of harassment, bullying or other inappropriate behaviour will be investigated in line with the appropriate procedures.
- d) All members have a personal responsibility for complying with this code and people in positions of authority, such as Directors and Trustees, have responsibilities under this policy, including to set a good personal example, to have regard to the principles of the policy, and to familiarise themselves with the procedures.
- e) This policy will be subject to regular review.

## 2. Definitions

### A. Harassment

- a) A person subjects another to harassment where they engage in unwanted and unwarranted conduct which has the purpose or effect of:
  - b) violating that other's dignity, or
  - c) creating an intimidating, hostile, degrading, humiliating or offensive environment for that other.
- d) Harassment may involve repeated forms of unwanted and unwarranted behaviour, but a one-off incident can also amount to harassment.
- e) Harassment on grounds of sex (including gender re-assignment), race, religion or belief, disability, sexual orientation or age may amount to unlawful discrimination. Harassment and bullying may occur not only on grounds of characteristics or perceived characteristics of the recipient of the behaviour but also on grounds of the characteristics or perceived characteristics of a person associated with them.
- f) Harassment may also breach other legislation and may in some circumstances be a criminal offence, e.g. under the provisions of the Protection from Harassment Act 1997.
- g) Reasonable and proper management instructions administered reasonably, or reasonable and proper review of a member's work and/or performance will not constitute harassment or bullying.
- h) Behaviour will not amount to harassment if the conduct complained of could not reasonably be perceived as offensive.

### B. Bullying



Bullying is a form of harassment. It may be characterised by offensive, intimidating, malicious or insulting behaviour, or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

### **C. Behaviour**

Examples of behaviour which may amount to harassment and bullying include (but are not limited to) the following:

- a) offensive comments or body language
- b) verbal or physical threats
- c) insulting, abusive, embarrassing or patronising behaviour or comments
- d) humiliating, intimidating, and/or demeaning criticism
- e) open hostility
- f) deliberately undermining a competent person by overloading with work and constant criticism
- g) isolation from normal workplace, conversations, or social events
- h) publishing, circulating or displaying pornographic, racist, homophobic, sexually suggestive or otherwise offensive pictures or other materials
- i) unwanted physical contact, ranging from an invasion of space to a serious assault.
- j) Many of these examples of behaviour may occur when using the Internet, email, social networking sites, or telephone.
- k) All the examples above may amount to bullying, particularly when the conduct is coupled with the inappropriate exercise of power or authority over another person.
- l) Being under the influence of alcohol, illegal drugs or otherwise intoxicated is not an excuse for harassment and may be regarded as an aggravating feature.

### **D. Intention or motives**

The intention or motives of the person whose behaviour is the subject of a complaint are not conclusive in deciding if behaviour amounts to harassment or bullying.

### **E. Victimisation**

- a) Victimisation occurs where a person is subjected to detrimental treatment because s/he has, in good faith, made an allegation of harassment, or has indicated an intention to make such an allegation, or has assisted or supported another person in bringing forward such an allegation, or participated in an investigation of a complaint, or participated in any disciplinary hearing arising from an investigation.
- b) The Charity seeks to protect any member from victimisation arising because of bringing a complaint or assisting in an investigation where they act in good faith. Victimisation is a form of misconduct which may itself result in a disciplinary process.



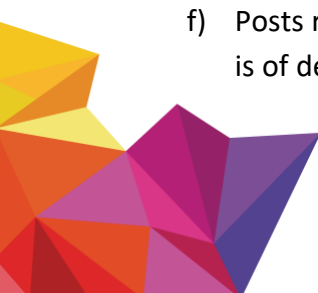
## **F. Confidentiality**


All information concerning allegations of harassment must be treated in the strictest confidence and breaches of confidentiality may give rise to disciplinary action. All parties involved in a complaint (including any witnesses who may be interviewed as part of any investigation, or trade union representatives supporting any of the parties) should maintain the confidentiality of the process.

## **42) Safeguarding Policy**

- a) This policy is designed to offer protection to individuals who disclose such concerns provided the disclosure is made:
  - a. in good faith
  - b. in the reasonable belief of the individual making the disclosure that it tends to show malpractice or impropriety and if they make the disclosure to an appropriate person (see below). It is important to note that no protection from internal disciplinary procedures is offered to those who choose not to use the procedure.
- b) The Charity is committed to good practice and high standards and wants to be supportive of members.
- c) The Charity recognises that the decision to report a concern can be a difficult one to make. If what is reported is true, individuals should have nothing to fear because they will be doing a duty to the company and those for whom you are providing a service.
- d) The Charity will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect individuals when they raise a concern in good faith.
- e) Any investigation into allegations of potential malpractice will not influence or be influenced by any disciplinary procedures that already affect members.

## **43) Social Networking Policy**

- a) Any posts made must relate to the aims and objectives of the Group.
  - b) Posts/comments may be deleted at the discretion of the Directors. Prior to deletion, a screenshot must be taken of the offending post/comment(s). The screenshot should be emailed, with the reason for deletion, to the Chair.
  - c) Any member found to be abusing their access to a OPG social media account will have their access suspended.
  - d) No officer of the Group should post/comment on any social network in such a way as to bring the Group into disrepute, whether from an official Group account, or personal account.
  - e) No post should suggest an official position of the Group unless that position has been approved at a prior meeting of the Group.
  - f) Posts referring to OPG on personal accounts which may or does bring OPG into disrepute or is of defamation nature will result in membership being suspended upon agreement of two
- 



Directors until mediation has taken place by a Non-Executive Director which may lead to membership becoming cancelled and the member expelled.

## **44) Conflicts of Interest**

- a) Members must declare the nature and extent of any interest, direct or indirect, which they have in proposed transaction or arrangement with the Charity or in any transaction or arrangement entered into by the Charity which has not previously been declared. The member must absent themselves from any discussions of the Charity in which it is possible that a conflict will arise between their duty to act solely in the interests of the Charity and any personal interest (including but not limited to any personal financial interest).
- b) A register for conflicts of interest must be maintained and available for members to view upon request. This is to help ensure the Charity does not fail its legal obligations and further maintain the openness, accountability and honesty that underpin its principles.

[Section 8 & 9 of Articles of Association for Directors].

## **45) Confidentiality**

Meetings may occasionally receive information, which is not in the public domain, often relating to individuals, organisations or financial matters. It is the responsibility of each individual to ensure that this information remains confidential to the meeting or the Charity unless prior authorisation has been given by the Chair for this to be discussed elsewhere. Individuals must never use confidential information for their personal advantage or to the advantage or disadvantage of anyone known to them or to disadvantage or discredit the Charity.

## **46) Collective Decisions**

Individuals will inevitably have differences of opinion on issues debated at meetings. After full discussion when the meeting has reached a conclusion, all individuals must support this decision whether they voted for or against it. Speaking against agreed decisions in public will only serve to undermine the Charity and individuals have a responsibility to stand by the collective decisions and to present a united front.


## **47) Communications with Other Agencies**

There will be occasions when individuals will be asked to, or wish to, communicate with external agencies e.g. Government Office, the local council, press etc. To ensure they are fully apprised of the latest information and that communications are consistent throughout the Charity this should only be done by the Communications Team or the Chair.

## **48) Hospitality and Gifts**

- a) Individuals should be careful not to accept any gift or hospitality which might interfere with or be perceived as interfering with the Charity's business or services.




- 
- b) This does not include gifts of minor value such as pens or calendars, or working lunches or functions attended in an official capacity. However, any other gifts or hospitality offered should be reported to the Chair who will then determine the action to be taken.
  - c) In the case of gifts these may then be returned or donated for charity use. Where a gift is not returned, the donor will be advised of the use to which it has been put.
  - d) A register for hospitality and gifts should be maintained and available for members to view upon request. This is to help maintain the openness, accountability and honesty that underpin the Charity's principles and avoid any ambiguity that might exist if hospitality and gifts were offered and accepted.


## **49) Complaints Procedure**

- a) All complaints are to be made in writing as soon as possible of a situation arising and marked clearly as a Complaint – Private & Confidential.
- b) All complaints are to be addressed to the Secretary of OPG except when the complaint is about the conduct of the Secretary, where the complaint should be addressed to the Chair.
- c) All complaints will be discussed with the parties involved individually at a specially arranged investigatory meeting by two Non-Executive Directors whom the Chair or Secretary has elected to conduct the investigation.
- d) All complaints are to be handled in confidence and only disclosed to those required, outcome or items discussed at any special arranged investigatory meetings shall not be disclosed to non-attendees.
- e) All complaints must be closed as quickly as possible.
- f) All complaints are to be treated confidentially.
- g) The outcome of the complaint may be disclosed to the complainant; however, the details of the investigation including notes taken at investigatory meetings must remain confidential.

## **50) Actions that will be taken / investigating procedure**

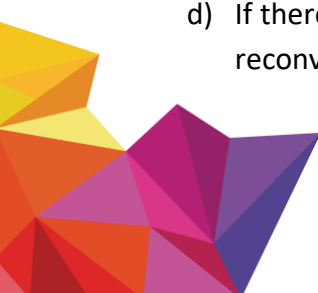
The investigating officers should follow these steps:

- a) Full details and clarifications of the complaint should be obtained.
  - b) To protect individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.
  - c) Within 10 days, acknowledge to the complainant that the complaint has been received; indicate how it is proposed to deal with the matter and inform them whether further investigations will take place and if not, why not.
  - d) Inform the member against whom the complaint is made as soon as is practically possible. The member will be informed of their right to be accompanied by a representative at any future interview or hearing held under the provision of these procedures.
  - e) If there is evidence of criminal activity, then the investigating officer should inform the police. The company will ensure that any internal investigation does not hinder a formal police investigation.
- 

- 
- f) Consider the involvement of the auditors (if appointed) and the Police at this stage and should consult with the Chair or Board of Trustees
  - g) The complaint should be fully investigated by the investigating officer with the assistance where appropriate, of other individuals / bodies.
  - h) A judgement concerning the complaint and validity of the complaint will be made by the investigating officer. This judgement will be detailed in a written report containing the findings of the investigations and reasons for the judgement. The report will be passed to the Chair or Board of Trustees as appropriate.
  - i) The Chair or Board of Trustees will decide what action to take. If the complaint is shown to be justified, then they will invoke the disciplinary or other appropriate sanctions.
  - j) The complainant should be kept informed of the progress of the investigations and, if appropriate, of the outcome.
  - k) If the complainant is not satisfied that their concern is being properly dealt with by the investigating officer, they have the right to raise it in confidence with the Chair or Board of Trustees.
  - l) If the investigation finds the allegations unsubstantiated and all internal procedures have been exhausted, but the complainant is not satisfied with the outcome of the investigation, the company recognises the lawful rights of members and ex-members to make disclosures to prescribed persons (such as the Health and Safety Executive, the Audit Commission, or the Charity Commission), or, where justified, elsewhere.

[Section 56 of Articles of Association]

## **51) Breaches of the Policy, Organisation and Rules**

- a) It is always preferable for breaches to be dealt with in a timely manner. An investigatory team from the Board of Trustees will be established to investigate potential breaches of the Code of Conduct and would be authorised when appropriate to give:
    - i. A written warning concerning future conduct.
    - ii. A fixed term suspension from involvement in specific events or all meetings.
    - iii. Proposal to remove from office/cancellation of membership.
  - b) If it is decided that fixed term suspension from specific events or all meetings is warranted, or removal from office, then a report will be taken to the next full meeting of the Board of Trustees for decision.
  - c) If the decision of the investigatory team is upheld by the Board of Trustees particularly in the case of the decision to remove from office or cancellation of membership, the member must be given an option to appeal before further action is taken. The appeal will be heard by the Secretary and another nominated Trustee who was not on the investigatory team for this investigation. Should the appeal not be successful the member may resign or the procedure to remove from office or cancellation of membership must be followed.
  - d) If there is any dispute about the facts the investigatory team may call for evidence and reconvene later but within a further 14 days.
- 

## 52) Where the breach of code occurs during any meeting:

- a) Participants should raise breaches of the code as a point of order through the Chair.
- b) If the Chair agrees that a breach has taken place, a first oral warning will be issued to the person concerned. This will be noted in the minutes.
- c) If an individual breaches the code for a second time they may be asked to leave the meeting. This will be noted in the minutes, explaining briefly the reasons for exclusion from the meeting.
- d) Following exclusion from a meeting the Chair will arrange a meeting of the investigatory team to discuss the breach. This investigatory team will meet within 14 working days of meeting.
- e) The meeting will decide whether it is appropriate for the individual to attend any meetings or functions during this review period depending on the nature of the complaint.

## 53) Whistle Blowing


- a) Members are often the first to realise that there may be something seriously wrong within the Charity. However, they may not express their concerns because they feel that speaking up would be disloyal to other members or to the Charity. They may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.
- b) The Charity is committed to the highest possible standards of openness, probity and accountability. In line with that commitment, we expect members, volunteers and others that we deal with, who have serious concerns about any aspect of the Charity's work to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis.
- c) The policy document makes it clear that you can do so without fear of victimisation, subsequent discrimination or disadvantage. This whistle-blowing policy is intended to encourage and enable employees to raise serious concerns within the Charity rather than overlooking a problem or airing their complaints outside the Charity. This policy is in addition to the complaints policy.

### Aims and Scope

- d) This policy is designed to enable members and non-members to raise concerns internally at a high level and to disclose information which the individual believes shows malpractice or impropriety. This policy is intended to cover concerns which are in the public interest and may at least initially be investigated separately, but then might lead to the invocation of other procedures e.g. disciplinary.

These concerns include:

- a. Financial malpractice, impropriety or fraud.
- b. Failure to comply with a legal obligation or statutes.
- c. Dangers to Health & Safety or the environment.

- 
- d. Conduct which is a breach of the law
  - e. Improper behaviour or unethical behaviour.
  - f. Attempts to conceal any of these.
- e) This policy aims to:
- a. encourage you to feel confident in raising serious concerns and to question and act upon concerns about practice
  - b. provide avenues for you to raise those concerns and receive feedback on any action taken
  - c. ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied
  - d. reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made any disclosure in good faith.

## **Confidentiality**

- f) The Charity will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

## **Anonymous Allegations**

- g) This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less credible, but they may be considered at the discretion by the Board of Trustees. In exercising this discretion, the factors to be taken into account will include:
  - a. The seriousness of the issues raised.
  - b. The credibility of the concern.
  - c. The likelihood of confirming the allegation from attributable sources.

## **Untrue Allegations**

- h) If an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual making the allegation. In making a disclosure the individual should exercise due care to ensure the accuracy of the information. If, however, an individual makes a frivolous, malicious or vexatious allegation, and particularly if they persist with making them, disciplinary action may be taken against that individual.



## How to raise a concern

- i) Concerns should be reported via the complaint's procedure in writing. Should the individual wish to make a written report they should mention the following:
  - a. the background and history of the concern (giving relevant dates);
  - b. the reason for the concern
- j) You should report the concern at the earliest opportunity so that action can be taken.
- k) Although an individual is not expected to prove beyond doubt the truth of an allegation, they will need to demonstrate to the person contacted that there are reasonable grounds for concern.

## Timescales

- l) Due to the varied nature of these sorts of complaints, which may involve internal investigators and / or the police, it is not possible to lay down precise timescales for such investigations. The investigating officer should ensure that the investigations are undertaken as quickly as possible without affecting the quality and depth of those investigations.
- m) The investigating officers, should as soon as practically possible, send a written acknowledgement of the concern to the complainant and thereafter report back to them in writing the outcome of the investigation and on the action that is proposed. If the investigation is a prolonged one, the investigating officer should keep the complainant informed, in writing, as to the progress of the investigation and as to when it is likely to be concluded.
- n) All responses to the complainant should be in writing and sent to their home address.


## Responsible officer

- o) The Chair (who is also the Monitoring Officer) has overall responsibility for the maintenance and operation of this policy. They will maintain a record of concerns raised and the outcome (but in a form which does not endanger confidentiality) and will report as necessary to the Board of Trustees.

## 54) GDPR Policy

Oxford Pride will store the data provided securely on a members and/or volunteers database in accordance with the UK Data Protection Act 2018. The database itself is stored safely in Oxford Pride's Office 365 account in the United Kingdom, which is accessible only by current members of the committee via password-protected accounts.

Oxford Pride will use the data you provide to communicate with you about volunteering at events throughout the year, during the Pride Festival and on Parade Day, and to keep you updated about other social and training opportunities. We will never share your data or sell this to third party organisations. You can opt out of receiving correspondence from us at any time. All data we hold



about you will be permanently deleted three months after the Oxford Pride Parade Day that current year.

Under the UK Data Protection Act 2018 you have the right to a copy of the data held about you. If you have any questions about the use of your data, or if you would like a copy of the data, you have supplied directly to us, requests should be made via email to the Directors of Oxford Pride ([directors@oxfordpride.uk](mailto:directors@oxfordpride.uk)).

## **55) Reserves Policy**


- a) A target of 50% of the prior year's Operations spend plus any ringfenced reserves.
- b) Reserves are for delivering Pride Day and Pride events during the year, and charitable donations.
- c) Ringfenced reserves must be spent in compliance with the reason the funds were received.
- d) This Policy should be reviewed every 2 years.


## **56) Amendments**

- a) This document may receive permanent amendment, deletion or addition upon receiving approval of the majority present at two consecutive General meetings or at the Annual General Meeting.
- b) This document may receive temporary 90-day amendment, deletion or addition upon receiving approval of the majority present at any Board of Trustees meeting.
- c) Should the amendment, deletion or addition influence or forms part of the Articles of Association as filed with Companies House and the Charity Commissioner then an Extraordinary General Meeting must be called.
- d) Any amendments approved come into effect immediately.
- e) This document shall be reviewed no less than every three years with updates presented at or before an Annual General Meeting.
- f) The next review is scheduled for 2025.

## **57) Job Descriptions – Directors**

### **Chair**

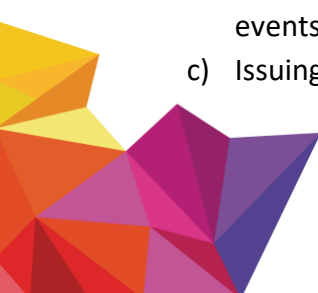
- a) Oversee all activities of the Group.
  - b) Liaise with the Treasurer to forecast and budget all Oxford Pride events.
  - c) Liaise with the Secretary to maintain records and membership responsibilities.
  - d) Organise all General, Extraordinary and Annual General Meetings with the support of the Secretary. The Chair may appoint a Trustee of the charity to chair any of these meetings.
  - e) Represent the Charity externally within the local community in liaison with the Communications Officer.
- 


- 
- f) Should the Chair resign, an Extraordinary General Meeting shall be called as soon as possible to elect a replacement. Until the election has occurred, another Trustee will act in place of the Chair.
  - g) Must attend all Board of Trustee Meetings unless unable to do so through illness, annual holiday or other suitable agreed reason.
  - h) Be available (excluding illness or other exceptional circumstance) throughout the annual Pride event to answer any queries.
  - i) Experience managing a diverse team and ability to work to deadlines. Knowledge of both Company and Charity Law however not essential.

## **Secretary**


- a) Overseeing new membership sign ups throughout the year and before each Annual General Meeting.
- b) Maintaining an up-to-date register of members and register of interests, which should be available to other Directors upon request.
- c) Supporting the Volunteer Officer to maintain an up-to-date register of volunteers, which should be available to any other Director upon request.
- d) Ensuring that Oxford Pride Group follows the UK Data Protection Act 2018 for the above and for all other storage of data, including promptly responding to queries about data, and requests to access rights to data.
- e) Coordinating correspondence with all members, including the advertisement of all meetings and provision of agendas.
- f) Taking minutes at all General Meetings, Board of Trustee Meetings, and the Annual General Meeting, and promptly circulating them to relevant members (this role may be delegated in the case of illness, exceptional circumstances, holiday, or other suitable agreed reason).
- g) Working with the Treasurer and the Chair to ensure the financial regulations and contracts are adhered to in line with Company Law, Charity Law, and the Policies of the charity.
- h) Listed as the Company Secretary and a Director on Companies House.
- i) Being available throughout the annual Parade Day to answer any queries (excluding in the case of illness or other exceptional circumstances).
- j) Assist Operations Officer with administration and paperwork for local authorities and stakeholders.
- k) Ability to work to deadlines and good administration experience. Knowledge of both Company and Charity Law however not essential.

## **Treasurer**


- a) Managing, forecasting and budgeting of Oxford Pride Group accounts.
  - b) Forecasting the costs of the Festival events and Parade Day, and associated fundraising events (in liaison with relevant Officers).
  - c) Issuing invoices and receipts for any income received.
- 

- 
- d) Issuing purchase orders for expenditure, to be matched to invoices.
  - e) Providing a basic financial summary at all General Meetings, and a detailed financial report at the Annual General Meeting.
  - f) Providing up-to-date accounts to any Member of the Group on request.
  - g) Ensuring all monies are banked and recorded appropriately, in line with both Charity and Company Law.
  - h) Preparing Annual Returns and Accounts (in liaison with external accountants).
  - i) Overseeing the financial regulations and contracts in line with Company Law, Charity Law, and the Policies of the charity (In liaison with the Chair and Secretary).
  - j) Managing any grants or funding schemes Oxford Pride Group may make available or agree to, from time to time.
  - k) Must attend all Board of Trustee Meetings (excluding in the case of illness or other exceptional circumstances).
  - l) Must assist the Chair in overseeing all activities of the Group, and step in as Acting Chair if for any reason the current Chair is unable to fulfil their duties.
  - m) Be available throughout the annual Parade Day to answer any queries and to oversee any donations taken on the day (excluding in the case of illness or other exceptional circumstances).
  - n) Previous knowledge or experience of accountancy, knowledge of financial rules & regulations, ability to work to deadlines. Knowledge of both Company and Charity Law preferred but not essential.

## **Non-Executive Director**

- a) Overseeing all activities of the Charity and acting as an advisor to the Management Committee.
  - b) Ensuring that the Charity complies with Charity Law and with the requirements of the Charity Commission as a regulator.
  - c) Ensuring that the Management Committee prepare annual reports on what has been achieved, and file Annual Returns and Accounts as required by law.
  - d) Ensuring that the Charity does not breach any of the requirements or rules set out in its Policies, and that it remains true to the charitable purpose and objectives defined within.
  - e) Acting as a neutral mediator should any dispute arise between any party (whether internal or external), with the ability to thoroughly investigate, produce a report on the dispute for the Members and Management Committee, and resolve the dispute.
  - f) Must attend all Board of Trustee Meetings (excluding in the case of illness or other exceptional circumstances).
  - g) Be available throughout the annual Parade Day to answer any queries and to oversee any donations taken on the day (excluding in the case of illness or other exceptional circumstances).
  - h) Essential knowledge of at least two of the following key skillsets and previous experience:
    - a. Financial Management, Budget Setting and Accountancy
- 



- 
- b. Legal / Company and Charity Law
  - c. Marketing and Communications
  - d. Community Engagement
  - e. Personnel and HR Management
  - f. Fundraising and Sponsorship
  - g. Risk Management / Health and Safety

## **58) Job Descriptions – Officers**

### **Accessibility Officer**

Responsible for ensuring Oxford Pride events are as accessible as possible.

#### **What will I be doing?**

- a) Work as part of the Pride Team to ensure accessibility requirements throughout the planning and management of all events including Pride Parade Day.
- b) Identify and communicate with potential groups and organisations to help improve Oxford Pride’s access provision.
- c) Develop and maintain records of Oxford Pride’s access activities in line with Attitude is Everything Live Events Access Charter. <https://attitudeiseverything.org.uk/industry/>
- d) Work with the Communications Officer to promote Oxford Pride’s access achievements to stakeholders and to people who may benefit from them.


#### **What do I need?**


Familiarity with dealing with access requirements and supporting people with disabilities, mental health conditions or other additional needs, in either a personal or professional capacity.

### **Communications Officer**

We need a good communicator to share news and information regarding Oxford Pride as well as the national and global Pride movement that may be of interest to our community.

#### **What will I be doing?**

- a) Oversee the Oxford Pride social media accounts (including Instagram, Facebook and Twitter/X) throughout the year, including writing content for posts and responding to queries from the public (in liaison with the Directors and Accessibility Officer).
  - b) Act as a single point of contact for all media enquiries, ensuring to receive agreement on the content of outgoing communications with Directors where required.
  - c) Write and send press releases to raise awareness of Oxford Pride news and events, in online and print media, radio, TV, etc. (in liaison with the Team)
  - d) Liaise with the Creative Officer for visuals (design and/or photographs)
  - e) Provide ‘live’ social media content on Parade Day, with regular updates about ongoing events.
- 

- 
- f) Externally present a unified message in relation to the decisions of Oxford Pride.
  - g) Coordinate content from the Management Committee and publish a regular Newsletter.

### **What do I need?**

Enthusiasm for social media, be able to increase followers and engagement with well written, informative and entertaining posts.

## **Community Officer**

We need a keen person who enjoys building and maintaining relationships with local communities and organisations.

### **What will I be doing?**

- a) Be the Oxford Pride contact for a variety of community groups within Oxfordshire and the wider community and seek opportunities where Oxford Pride can assist community groups.
- b) Liaise with and build a close rapport with community groups to host LGBTI+ focused events, including family-friendly events (in liaison with the Team).
- c) Provide timely updates to the Communications Officer for the promotion of all events.
- d) Potential to Produce, update, and deliver education and information workshops to local community groups, businesses, and educational establishments.
- e) Provide reports on community events to the Pride Team.


### **What do I need?**


No previous experience necessary, just a willingness and enthusiasm to get involved and interact with new people.

## **Creative Officer**

The Oxford Pride logo has become a well-recognised icon in and around Oxfordshire. We need a Creative Officer with previous experience and a keen graphics & content creator background that keeps this brand identity going.

### **What will I be doing?**

- a) Take responsibility to design and/or source the visual branding for Oxford Pride each year, in consultation with the Management Committee and in line with any annual theme.
  - b) Create visual design elements for all print and online requirements, in a timely manner, to increase public awareness and promote Oxford Pride, Parade Day, fundraisers, and events (in liaison with the Pride Team).
  - c) Design and/or source Pride branded items and merchandise, as agreed by the Team.
  - d) Design and/or source production of the Pride Guide to promote events, sponsors and supporters.
- 

- 
- e) Design signage for events and to promote awareness of Pride around Oxfordshire and further afield, as agreed by the Committee.
  - f) Aid and facilitate all other creative requirements as required by the Committee.

### **What do I need?**

Previous experience of graphic design and marketing for print and digital. brand assets and management.

## **Entertainment Officer**

We need an experienced person to source appropriate artists for various events through the year and for Pride Day. This role includes research, booking and management of the requirements of each artist.

### **What will I be doing?**

- a) Be responsible for all entertainment on Parade Day, and at any other events Pride organises.
- b) Research and recommend acts, to be discussed and agreed with the Committee before final confirmation booking.
- c) Draft contracts from existing templates and negotiate payments with performers and/or management companies (in liaison with the Fundraising Officer, Sponsorship Officer and Directors).
- d) Provide timely updates to the Communications Officer and Pride Guide for the promotion of all acts.
- e) Maintain ongoing communications with all acts to keep them updated about event timings, any changes and answer their queries.
- f) Make and manage arrangements for all bookings, including running orders with realistic timings and coordinate the backstage requirements (in liaison with the Operations, Accessibility, and Volunteer Officers).
- g) Appoint a stage management team for Parade Day, and other Pride events as required.

### **What do I need?**

An ability to work to deadlines and communicate effectively. An understanding or experience of live performances would be useful.

## **Fundraising & Events Officer**

To keep Pride free for all and to help put events on through the year we need regular income. This role would suit an individual who is able to work with companies, organisations and individuals throughout the year to put on events that engage with the community and help raise funds and/or visibility for Pride.



### **What will I be doing?**

- a) Approach local and national businesses/companies/organisations/community groups to create events either directly or in collaboration to help obtain funding for Oxford Pride
- b) Assist to plan and deliver fundraising events (with the Festival, Entertainment, and Community Officers).
- c) Contact and liaise with acts, performers, and other external contacts to provide entertainment at events where required and working with the Entertainment Officer.
- d) Organise or liaise in the planning and delivery of other community engagement events that may be funded by grants (with the Festival, Entertainment, and Community Officers).
- e) Maintain close communication with the Treasurer with regards to incoming funds, for the coordination of invoices and assets.
- f) Communicate with the Website and Communications Officers to provide event information to promote events and to thank relevant parties after events.

### **What do I need?**

Enthusiasm to be out there meeting with people to make the events happen.

## **Marketplace Officer**


Our marketplace and community stalls are vital for our Pride attendees and a great source of income. We need someone to process applications for both Stall and Food traders prior to the event and manage the Marketplace zones on the day. For this role you will be required to work closely with the Operations Officer.

### **What will I be doing?**

- a) Organise and manage bookings for commercial, community and charity stalls for Pride Parade Day.
- b) Sell catering concessions for food and drinks at the discretion of the Management Committee
- c) Source, negotiate and book gazebos, market stalls, tables and chairs (with Operations Officer).
- d) Design the layout of stalls and catering (with the Operations Officer).
- e) Work in consultation with the Operations Officer to ensure that all stalls and catering are suitably contracted and that required licenses have been obtained.
- f) Assisting with the provision of a Family Area and Quiet Zone during Oxford Pride Parade Day (in liaison with the Community Officer).
- g) Plan and assist stall holders' arrival set up and take down schedule on Oxford Pride Parade Day.

### **What do I need?**

Ability to work to deadlines, communicate effectively, working on your own and within a team. Previous event management experience desirable but not essential.





## Operations Officer

This role is key to the success of our main annual event. Previous experience of event management is recommended, and this role takes a significant time commitment. You are responsible for communicating with the Licensing and Event teams at the City Council prior to the event, the site layout and facilities, and to ensure the safe running of the event in accordance with the HSE purple event guidelines.

### What will I be doing?

- a) Have overall responsibility for booking venues and overseeing the event site management
- b) Represent Oxford Pride at local authorities, to provide event information, risk assessments, road closure information, etc. to Safely Advisory Group (SAG).
- c) Ensure that the legal and Health & Safety requirements for the Oxford Pride Parade Day are met,
- d) includes coordinating first aid and security (in liaison with the Directors).
- e) Working with the Parade, Marketplace, and Accessibility Officers to establish the Parade route and event site map, and update appropriate Operational Management Plans.
- f) Work with the Entertainment and Accessibility Officers to establish backstage requirements for stages.
- g) Apply for the Public Entertainments Licence (or equivalent) and be the named person on the licence,
- h) Source, negotiate and manage all infrastructure bookings and contractors (providing updates to Treasurer)


### What do I need?

- a) Ability to work to strict tight deadlines, communicate effectively, working on your own and manage a small team. Previous event management experience and knowledge of event HSE rules & regulations is essential.
- b) Knowledge of Premises, Food Trader, Street Parties and Alcohol Licensing is desirable but not required.

Please be advised that this role does require a lot of time commitment at crucial points in the lead up to the main annual event, this is due to the sheer volume of the workload and final meetings required with external parties including suppliers, Oxford City Council and SAG. It is important that you are able to commit to this.

## Parade Officer

The Parade Officer is responsible for organising the parade route, ensuring it complies with licensing rules and legislation. They will work closely with the Volunteer Officer and the Operations



Officer. They will also liaise with groups and parade-goers and be the point of contact for all parade enquiries.

### **What will I be doing?**

- a) Organise and oversee the planning of the Oxford Pride Parade, including obtaining any required approvals and notifying the necessary authorities, such as Safety Advisory Group emergency services, Councils, and Highways representatives (with the Operations, Accessibility, and Directors).
- b) Distribute notices and place all Road closure signage along route
- c) Advertise and manage registration of groups and individuals to take part in the parade, including establishing stewards for each group (in liaison with the Communications Officer).
- d) Ensuring Parade stewards and security staff are fully briefed in writing before the event, and verbally on the day, to provide a safe and welcoming environment for all participants (with Volunteer Officer).
- e) Lead the Parade and providing ongoing communications to Parade stewards to ensure the Parade remains on route.

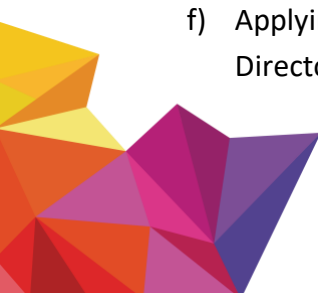
### **What do I need?**


Ability to work to strict tight deadlines, communicate effectively and working on your own.  
Knowledge of event HSE rules & regulations is desirable.

## **Sponsorship Officer**

To keep Pride free for all and to help put events on through the year we need regular income. This role would suit an individual who is able to research and identify grant funding, submit funding applications and have the ability to grow and gain sponsorship opportunities with local & national businesses.

### **What will I be doing?**

- a) Create and updating the Oxford Pride sponsorship pack to create packages for parade, stalls, act sponsorship, etc. (with the Directors).
  - b) Use the sponsorship pack to approach local and national businesses/companies, to obtain funding for Oxford Pride and its events (with the Directors, to ensure organisations are aligned with the objectives and spirit of Oxford Pride).
  - c) Maintain close communication with the Treasurer with regards to incoming funds, for the coordination of invoices.
  - d) Communicate with the Website and Communications Officers to provide updated logos and information for sponsor/supporter exposure.
  - e) Coordinate the sale of advertising space within the Pride Guide.
  - f) Applying for any grants and/or benefits for which Oxford Pride may be eligible (with the Directors).
- 

- 
- g) Assist on the planning and delivery of fundraising events (with the Festival, Entertainment, and Community Officers).

### **What do I need?**

- I. Ability to work on your own, to deadlines and communicate effectively.
- II. Knowledge of Microsoft Office desirable.

## **Volunteer Officer**

Volunteers are essential to the running of Pride and the Volunteer Officer will play a key role in managing all elements of our volunteers from recruitment, training, retention, deployment and coordination at our events.

### **What will I be doing?**

- a) Advertise for volunteers consistently throughout the year, to create a large pool to support Oxford Pride fundraisers, Festival events, and Parade Day (with the Communications, Website, and Accessibility Officers).
- b) Maintain an up-to-date register of volunteers, which should be available to the Directors at any time.
- c) Sending regular communications and organising social events for volunteers approximately monthly, to maintain high interest (with the Community Officer).
- d) Ensure volunteers are fully briefed in writing before the event they are working on, and verbally on the day, to provide a safe and welcoming environment for all participants.
- e) Design and manage a volunteer rota for Parade Day, ensuring volunteers have sufficient breaks and that all posts are covered when required (with the Parade, Operations, and Entertainment Officers).

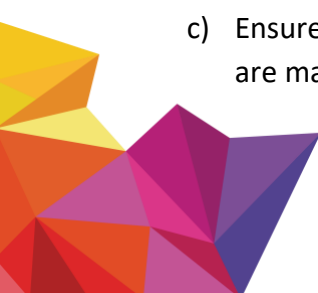
### **What do I need?**


Ability to work to strict tight deadlines, communicate effectively, manage a large team and work on your own.

## **Website Officer**

The Website Officer is an essential role to ensure the online presence of Oxford Pride.

### **What will I be doing?**

- a) Maintain Oxford Pride's online presence, including but not limited to on the Charity's website (with the Creative, Communications, and Accessibility Officers, and Directors).
  - b) Updating information on the website in a timely manner, when provided by the Communications Officers or Directors.
  - c) Ensure that sponsor/supporter logos and adverts are maintained and updated as changes are made (with the Fundraising & Sponsorship Officer).
- 

- 
- d) Provide community announcements from all parts of the LGBTIQ+ community via the website (with the Community Officer).
  - e) Regularly update the website with the latest versions of any software used including security fixes and monitoring of the logs for any suspicious activity.

**What do I need?**

Ability to work to strict tight deadlines, communicate effectively, work on your own, experience of WordPress, HTML and CSS + basic image editing skills. Although not necessary, a good understanding of JavaScript and PHP can be extremely useful for troubleshooting technical issues.



## Amendment Notes

Date	Amendment
July 2024 (EGM)	Officers to the management committee are now appointed by executive directors. Removal of Festival Officer
August 2023	PORs and Articles of Association edited, to correct grammatical errors and remove gender-specific language, and updated in their entirety to reflect the various and numerous changes both within and outside of the organisation. Presented at GM and amended following discussions then voting on by members. Presented at EGM to ratify. Articles of Association then submitted to Charity Commission.
2022 AGM	Resume membership fee of £1.
July 2021 (AGM)	Removal of membership fee, and all references to payment for membership or requirements to be “paid up” or “fully paid up” replaced with “in good standing” To fulfil a motion that “any meeting at which an officer stand for election must be open to all members” section (c) in appointment of officers was amended to refer to a General Meeting in place of a Management Committee Meeting, and the same statement was added to the section about Other General Meetings. To fulfil a motion that, “opportunities to ask questions of prospective Directors are always in open meetings” sections referring to Appointment of Non- Executive Directors (c) and Appointment of Chair, Secretary, and Treasurer (a) were accordingly amended. An additional statement was added to the section about Extraordinary General Meetings to clarify their use for the election of Directors. A new paragraph was added to the section regarding Conflicts of Interest. To improve referencing, the two paragraphs were labelled (a) and (b). The new text is (b). A new paragraph was added to the section regarding Hospitality and Gifts. To improve referencing, the four paragraphs were labelled (a) through (d). The new text is (d). Text was added to the Trustees section 3(e) to require additional reporting, specifically to include the provision of reports in writing when they are presented to the membership at a General Meeting. All gender-specific language was removed from this document.

	<p>A section was added, as part of the organisation of the Charity, that makes it explicit that the Management Committee may create working groups at any time and invite volunteers to join.</p> <p>Under the Appointment of Officers (e), it was made explicit that an officer role may be held by two members as a job share.</p> <p>In the section allowing for amendment of the PORs, point 5 was added to mandate review of the document in its entirety every three years beginning in 2022.</p>
July 2019	Creation of Accessibility Officer post
June 2019 (AGM)	<p>Removal of one member to one job post.</p> <p>Executive Officers, namely Chair, Treasurer, Secretary elected for two years on an alternating cycle to NEDs thus avoiding mass exodus at AGM.</p> <p>Vacant positions be delegated by Chair upon skills existing within the committee or membership to ensure all are taking shared responsibility and to assist with succession planning and mentoring.</p>
June 2018 (AGM)	<p>Sponsorship and Fundraising roles combine to simplify the coordination of applying for financial support. New title Sponsorship &amp; Fundraising Officer.</p> <p>Change to the title of Events Officer to Operations Officer to better reflect the job position.</p> <p>Change to the title of Market Place and Concessions Officer to be Marketplace Officer.</p> <p>Officers of Oxford Pride Group are to only hold one position.</p>
	Community and Youth Liaison Officer roles combine to simplify the coordination of reaching out to third party roles and become Community Liaison Officer.
July 2017 (AGM)	<p>Amendment to Volunteer Officer job description “maintains a register with Secretary of all Volunteers (under Data Protection Act).”</p> <p>Amendment to Parade Officer job description “must lead the Parade and must be available in person during the parade forming &amp; route as a point of contact.”</p> <p>Added to Operations Officer job description that “should be Personal License holder and must personally apply for Licenses themselves to ensure compliance.”</p> <p>Update to Chair &amp; Treasurers job description</p> <p>Non-Executive Director job description should have added that they ‘Must be a fully paid up member of Pride.’</p> <p>All Roles Descriptions should have removed any mention of Company Mobile (except perhaps chair) and remove all sub-group teams, these should form as required throughout the year.</p> <p>Non-Director and Manager role titles revert to Officers</p>

	<p>No persons to hold more than two positions on the committee</p> <p>Creation of Youth Community Liaison Officer post.</p> <p>Youth Group dissolved and Youth Officer position removed.</p> <p>Creative Directors Job to decide Theme &amp; look of the year.</p>
June 2015 (AGM)	<p>Creation of Arts Officer post.</p> <p>Event Manager title renamed to Operations Manager.</p> <p>Market Place Officer title changed to Market Place and Concessions Officer</p> <p>Amendment to Fundraising Officer, Webmaster, Sponsorship Officer and Volunteer Coordinator job descriptions.</p> <p>Amendment to voting rights: "Voting: (b) Non-Executive Directors present at a meeting are entitled to two votes. It is proposed that Non-Executive Directors receive only one vote, unless in the case of a tie, where a casting vote may be made as long as there are an odd number of Non-Executive Directors present. Should this not be the case the Chair will have the casting vote, as per (e), in this section."</p>
November 2013	<p>New policies added. The Seven Principles, Confidentiality, Collective Decisions, Communications with Other Agencies, Hospitality and Gifts, Safeguarding, Harassment &amp; Bullying, Whistle Blowing.</p> <p>Amendment to Diversity and Equality policy.</p> <p>Text added to Roles &amp; Responsibilities, Board of Trustees and Management Committee.</p> <p>Minor amendments to job descriptions and posts added or removed.</p> <p>Amendment to Members expenses and travelling expenses.</p> <p>Amendment to Actions and Responsibilities.</p> <p>Amendment to Membership.</p> <p>Amendment to Annual General Meeting</p> <p>Amendment to Conduct in Meetings</p> <p>Amendment to Appointment of Non-Executive Directors.</p> <p>Amendment to Appointment of Officers</p>
October 2012 (EGM)	<p>POR came into force</p>