

Preamble:

To guide the Board of Directors on delegation of authority to certain groups and positions within the organization.

Procedure:

Organization

Membership

- Responsible for approving any change to the parade route.
- Responsible for approving any changes to the by-laws.
- Responsible for setting membership rates.
- Responsible for approving a change to the name of the organization.
- Responsible for approving a change to the organizations Vision and Mission.
- Responsible for approving a decision to dissolve the organization.
- Responsible for appointing Governance Board Members.

Board of Directors

Finances

- Reviewing and approving the annual operating budget.
- Responsible for approving any out of budget expense that is over \$1,000.
- Approving the annual financial statements before being presented to the Membership for final approval.

Governance

- Approving official positions on issues and organization statements.
- Approving any new organization policies or amendments.
- Approving any new by-laws before they are presented to the Membership for final approval.
- Appointing members to committees.
- Approving the creation and dissolution of organization committees.
- Approving agenda items for the AGM.
- Approve individuals for membership in the organization.
- Appointing individuals to the Board of Directors or a Coordinator role.
- Removing individuals from the Board of Directors or from a Coordinator role.
- Responsible for approving all staff hires.
- Responsible for appealing decisions made by a Board Member or the Board of Directors as a whole.
- Approving the annual report.

Programming

- Responsible for approving any change in location and number of days for the Forks Festival.

- Responsible for approving parade marshal selection by the Parade and Rally Director.
- Responsible for approving start and end times for the following:
 - Rally
 - Parade
 - Forks Festival
 - Dance Party

Communications and Marketing

- Responsible for approving the annual theme.
- Responsible for approving any changes to the brand image and tag line (Pride of the Prairies).
- Responsible for the final approval of the annual Pride Guide.

All Officers

- Responsible for approving any out of budget expense that is under \$499.
- Allowed to sign organization cheques as long as the respective signer has no conflict of interest and is not named in the cheque.
- Allowed to withdrawal cash from the organization bank accounts.

All Officers and Directors

Finances

- Responsible for their respective Division or Department Board approved budget.
- Responsible for ensuring that all bill statements are sent to the Vice-President, Finance for payment.
- Responsible to communicate with the Vice-President, Finance on the following sale items that need to be invoiced:
 - Sponsorship
 - Pride Guide Ad Sales

Governance

- Responsible for providing a written report at each Board Meeting.
- Responsible for meeting their respective Division or Department goals set out in the annual strategic plan.
- Responsible for keeping and maintaining active organization records for their respective Division or Department and turning over archival records to the Vice-President, Governance.
- Responsible for meeting all obligations on behalf of organization for any contact signed by the respective person.
- Responsible for ensuring their own and reporting position job descriptions are current and up-to-date. Any modifications to a job description must be sent to the Human Resource Director for final approval.
- Responsible for drafting a job description for any new reporting position and sending it to the Human Resource Director for final approval.

- Responsible for sitting in on interviews with the Human Resource Director and the individual interested in a position that reports to the respective Officer or Director. Additionally in tandem with the Human Resource Director recommend an individual to the Board of Directors for appointment.
- Pending available resources, responsible for seeking out training and development opportunities for themselves and their direct reports. Training and development that is free may be done without approval from the Human Resource Director however they should be informed that such training is taking place. Training and development that has a cost must be approved by the Human Resource Director
- Responsible for providing a job orientation to all new direct reports.
- Responsible for ensuring all new direct reports are given access to their respective Division and/or Department systems (PayPal, Website, QuickBooks, etc.).
- Responsible for providing the Volunteer Coordinator with volunteer needs for programming and services.
- Responsible for carrying out the duties of a direct report if that position is vacant.
- Able to appoint Managers for short term duration (less than 3 months). No Board of Director approval required however the Human Resource Directors needs to be made aware of this appointment and a job description needs to be made up for the Manager.

Committees

Finance Committee

- Responsible for approving any out of budget expense that is over \$500 but under \$999.
- Responsible for vetting and approving any out of budget expense that is over \$1,000 before it is presented to the Board of Directors for approval.
- Responsible for approving the annual operating budget before it is presented to the Board of Directors for approval.
- Responsible for reviewing the work of the Vice-President, Finance and ensuring they are following all federal, provincial, local and organization financial rules and guidelines.

Audit Committee

- Responsible for reviewing and approving year-end financial statements.
- Responsible for conducting the annual audit on the Organizations financial documents.
- Responsible for delivering the annual audit report to the Board of Directors and Membership.

By-law and Policy Committee

- Responsible for reviewing and approving all organization policies and amendments before they are presented to the Board of Directors for final approval.

Executive Committee

- Responsible for carrying out decisions on behalf of the Board of Directors (with exception to Board Member and Coordinator appointment and removal) in emergency situations where a decision needs to be made in an urgent manner.

Officers

1. President

- 1.1. Responsible for ensuring the organization is focused on its Mission.
- 1.2. Allowed to waive the requiring of written Board Reports at a respective meeting if a report has already been written for that respective month.
- 1.3. Responsible for ensuring the organization is operating in an efficient and effective manner and providing solutions to challenges that are impeding the operations of the organization.
- 1.4. In tandem with the Vice-President, Governance, ensure all organization by-laws and policies are being followed.
- 1.5. Responsible for delegating authorities that are not listed in this document.
- 1.6. Responsible for being the official spokesperson for the organization.
- 1.7. In tandem with the Vice-President, Governance and Human Resource Director, manage and adapt the organization structure to business environment and needs.
- 1.8. Responsible for being the primary contact person between the organization and our sponsors.
- 1.9. Responsible for negotiating sponsorship agreements on behalf of the organization.
- 1.10. Responsible for ensuring all sponsorship offers that have been approved have been paid and that their payment has been given to the Vice-President, Finance.
- 1.11. In tandem with the Vice-President, Finance, set the sponsorship levels.
- 1.12. Responsible for maintaining and updating the sponsorship application.
- 1.13. Responsible for producing the annual sponsorr survey and report.
- 1.14. Responsible for developing the annual sponsorship plan and targets.

2. Vice-President, Finance

- 2.1. Responsible for leading the annual operating budget creation.
- 2.2. Responsible for tracking all transactions in the organization and ensure they are properly documented both physically and verbally.
- 2.3. Responsible to reporting organization financial health at each Board Meeting.
- 2.4. Responsible for ensuring the organizations cash flow remains positive and working out strategies when the organization enters a negative cash flow.
- 2.5. Responsible for evaluating new business ventures for the organization.
- 2.6. Responsible for leading borrowing activities to assist with funding the organizations programs, services and projects.
- 2.7. Responsible for filing the organization's annual tax filing and any other filing request from the CRA.
- 2.8. Responsible for managing the organizations investment portfolio and strategy.

- 2.9. Responsible for approving every transaction in the organization for cash flow purposes.
 - 2.10. Responsible for managing the organizations bank accounts and credit cards.
 - 2.11. Responsible for producing the quarterly and annual financial statements.
 - 2.12. Responsible for issuing invoices.
 - 2.13. Responsible for ensuring all accounts receives are received and following up on outstanding invoices.
 - 2.14. Responsible for ensuring all accounts payables are paid, this includes ensuring that the payment is received by the payable party.
 - 2.15. Responsible for updating signing authority for cheques and bank accounts when new Officers are appointed.
 - 2.16. Responsible for working with organization members on setting prices for products and services offered by the organization and the respective sales schedule.
3. Vice-President, Governance
- 3.1. Responsible for taking the lead on any investigation from the result of a breach in one of the following policies:
 - Recruitment and Selection (CA-05-004)
 - 3.2. In tandem with the Human Resource Director, ensure the organization is following all applicable federal, provincial and local employment laws and guidelines.
 - 3.3. In tandem with the Human Resource Director, ensure the organization is in compliance with its own Harassment (CA-05-002), Recruitment and Selection (CA-05-004) and Code of Conduct (CA-05-003) policies.
 - 3.4. In tandem with the Human Resource Director, ensure all new organization members have a SharePoint and Exchange account created for them and that new organization members receive their user login information.
 - 3.5. Responsible for maintaining the organizations insurance policies and reviewing additional insurance products that may benefit the organization and assist with its risk management.
 - 3.6. Responsible for filing the organization's annual return and any other necessary or required corporate filings (not including the filings for the CRA).
 - 3.7. Responsible for taking the lead on producing the annual report.
 - 3.8. Responsible for taking the lead on planning the AGM and any other special general meetings.
 - 3.9. Responsible for managing the membership of the organization and member benefits program.
 - 3.10. In tandem with the President, ensure all organization by-laws and policies are being followed.
 - 3.11. Responsible for the organizations archival records.
 - 3.12. Responsible for all Board and Committee meeting agendas and minutes.
 - 3.13. Responsible for leading the annual organization strategy session and on-going development of the organizations strategic plan.
 - 3.14. Responsible for carry out the term renewal process as listed in the By-laws.
 - 3.15. Responsible for seeking grant money for the organization.
 - 3.16. Responsible for the organizations information and technology assets.

4. Vice-President, Programming
 - 4.1. Responsible for ensuring all organization programming is safe and secured for all participants.
 - 4.2. Responsible for ensuring all organization programming is sustainable and financially viable.
 - 4.3. Responsible for ensuring all organization programming is of high quality.
 - 4.4. Responsible for ensuring all organization programming follows appropriate event management policies and guidelines.
 - 4.5. Responsible for ensuring all organization programming has the required permits and licenses.
 - 4.6. Responsible for all third-party programming contracting.
5. Vice-President, Stakeholder Relations
 - 5.1. Responsible for leading and delivering multi-faceted communications programs and services.
 - 5.2. Responsible for taking the lead in building and strengthen relationships with stakeholders both within the community and outside.
 - 5.3. Responsible developing and maintaining a communication strategy.
 - 5.4. Responsible for acting as Spokesperson when President is unavailable.
6. Vice-President, Marketing
 - 6.1. Responsible for developing and maintaining the Organizations Integrated Communication and Marketing Plan
 - 6.2. Responsible for conducting ongoing market analysis through market research.
 - 6.3. Responsible for reviewing and tacking marketing metrics to ensure marketing activities are meeting goals and targets.
 - 6.4. Responsible for ensuring brand consistency for all marketing activities and external communications.
 - 6.5. Responsible for the annual theme creation and development.

Directors

7. Human Resource Director
 - 7.1. Responsible for the final approval of job descriptions
 - 7.2. Responsible for conducting interviews on individuals interested in joining the organization.
 - 7.3. In tandem with the reporting supervisor, recommend an individual to the Board of Directors for appointment.
 - 7.4. Responsible for the interview process.
 - 7.5. In tandem with the Vice-President, Governance, ensure the organization is following all applicable federal, provincial and local employment laws and guidelines.
 - 7.6. In tandem with the Vice-President, Governance, ensure the organization is in compliance with its own Harassment (CA-05-002), Recruitment and Selection (CA-05-004) and Code of Conduct (CA-05-003) policies.
 - 7.7. Responsible for taking the lead on any investigation from the result of a breach in one of the following policies:
 - Harassment (CA-05-002)

- Code of Conduct (CA-05-003)
- 7.8. Responsible for approving all training and development opportunities that have a cost associated with it.
 - 7.9. Responsible for seeking out training and development opportunities that benefit that entire Board of Directors and/or organization as a whole.
 - 7.10. Responsible for hearing grievances from organizations members and working out solutions to those grievances.
 - 7.11. Responsible for acting as a mediator during personnel and group challenges.
 - 7.12. Responsible for being the caretaker of all organization personnel files and protecting them from unauthorized access.
 - 7.13. Responsible for ensuring all organization members have read and agree to the organization core policies.
 - 7.14. Responsible for conducting the on-boarding orientation for new members.
 - 7.15. In tandem with the Vice-President, Governance, ensure all new organization members have a SharePoint and Exchange account created for them and that new organization members receive their user login information.
8. Volunteer Director
 - 8.1. Responsible for soliciting and recruiting general volunteers for programming and services.
 - 8.2. Responsible for organizing and leading the annual volunteer orientation sessions.
 - 8.3. Responsible for maintaining the volunteer information database.
 - 8.4. Responsible for organizing and leading the annual volunteer appreciation event.
 - 8.5. Responsible for hiring and managing paid labour.
 - 8.6. Responsible for ensuring there is a sufficient quantity of food and beverages as well as options available that consider the dietary requirements of the volunteers at our events.
9. Safety and Accessibility Director
 - 9.1. Responsible for ensuring the all activities undertaken by the Organization are done a safe and secure manner.
 - 9.2. Responsible for meeting the security and first aid needs of all Organization events.
 - 9.3. Responsible for executing and maintaining the Organizations Health and Safety Program.
 - 9.4. Responsible for executing and maintaining the Organizations Emergency Preparedness Plans.
 - 9.5. Responsible for conducting safety risk assessments on activities undertaken by the Organization.
 - 9.6. Responsible for conducting accessibility assessments on activities undertaken by the Organization.
10. Parade and Rally Director
 - 10.1. Responsible for ensuring the rally and parade are safe and secure for all participants, this includes regular risk assessments on the event.
 - 10.2. Responsible for maintaining and updating the parade application.

- 10.3. In tandem with the Vice-President, Governance, maintain and update the parade terms of contract.
- 10.4. Responsible for managing parade entry applications.
- 10.5. Responsible for ensuring all entries that have been approved to march in the parade have paid and that their payment has been given to the Vice-President, Finance.
- 10.6. Responsible for selecting parade marshals for Board endorsement.
- 10.7. Responsible for selecting speakers for the rally and speaking times and order.
- 10.8. Responsible for determining supplies needed for the parade and rally and submitting supply requests to the Logistics and Transportation Director.
- 10.9. In tandem with the Vice-President, Programming, secure all necessary permits and licenses for the parade and rally.
- 10.10. Responsible for being the primary contact on behalf of the organization to the Manitoba Legislative Building.
- 10.11. In tandem with the Sales Operations Director, select a price for parade entry fees and sales schedule.
- 10.12. Responsible for maintaining the cleanliness of the site and reducing the impact of the event on the environment.
- 10.13. Responsible for the addition, amendment, and deletion of all content at the parade and rally.

11. Festival Director

- 11.1. Responsible for ensuring the Festival is safe and secure for all participants, this includes regular risk assessments on the event.
- 11.2. Responsible for maintaining and updating the concession application.
- 11.3. Responsible for ensuring all concession that have been approved have paid and that their payment has been given to the Vice-President, Finance.
- 11.4. Responsible for being the primary contact on behalf of the organization to the Festival site.
- 11.5. Responsible for determining supplies needed for the Festival and submitting supply requests to the Logistics and Transportation Director.
- 11.6. Responsible for selecting the entertainment for the Festival.
- 11.7. In tandem with the Vice-President, Programming, secure all necessary permits and licenses for the Festival.
- 11.8. Responsible for coordinating with the Manitoba LGBT* Chamber of Commerce's on the Festival PrideMART.
- 11.9. In tandem with the Sales Operations Director, select a price for concession fees and sales schedule.
- 11.10. Responsible for maintaining the cleanliness of the site and reducing the impact of the event on the environment.
- 11.11. Responsible for approving the menu for the Beer and Beverage area.
- 11.12. In tandem with the Sales Operations Director, select prices for beverage menu.
- 11.13. Responsible for the addition, amendment, and deletion of all content at the Festival.

12. Special Events Director

- 12.1. Responsible for all events not assigned to another Director, these events are known as “special events”.
- 12.2. Responsible for ensuring all special events are safe and secure for all participants, this includes regular risk assessments on the events.
- 12.3. For paid entrance events, responsible for ensuring all guests pay the entrance price and that their payment is given to the Vice-President, Finance.
- 12.4. Responsible for determining supplies needed for all special events and submitting supply requests to the Logistics and Transportation Director.
- 12.5. Responsible for selecting the entertainment for all special events.
- 12.6. Responsible for selecting the location for all special events.
- 12.7. In tandem with the Vice-President, Programming, secure all necessary permits and licenses for all special events.
- 12.8. Responsible for selecting themes for all special events.
- 12.9. In tandem with the Sales Operations Director, select a price for all special event entrance fees and sales schedule.
- 12.10. Responsible for maintaining the cleanliness of the site and reducing the impact of the event on the environment.
- 12.11. Responsible for the addition, amendment, and deletion of all content for all special events.

13. Logistics and Transportation Director

- 13.1. Responsible for working with event and project managers on their supply needs.
- 13.2. Responsible for conducting the tender process as outlined in the FN-05-001-Procurement and Contract Management policy for all single purchases over \$1,000 in value or as requested.
- 13.3. Responsible for the transportation schedule over Pride Weekend and other special events as necessary.
- 13.4. Responsible for the procurement of transportation vehicles as needed for Organization activities.
- 13.5. Responsible for coordinating the pickup, delivery, and drop off of purchased and/or rented supplies.
- 13.6. Responsible for managing and tracking the Organization supply inventory.
- 13.7. Responsible for the management and maintenance of the Organization’s storage locker.

14. Advertising and Promotions Director

- 14.1. Responsible for final approval on any promotion material that will be circulated outside of the organization. Promotion materials include:
 - Posters
 - Publications
 - Banners
 - Tickets

- Signage
- Virtual imagery
- Templates

14.2. Responsible for leading the creation of promotional materials for the organization:

- Posters
- Publications
- Banners
- Tickets
- Signage
- Virtual imagery
- Templates

14.3. Responsible for managing the organizations printing needs.

14.4. Responsible for executing planned advertising and promotion campaigns.

15. Sales Operations Director

15.1. In tandem with the Vice-President, Finance plan and set revenue targets for all of the Organizations programming and products.

15.2. Responsible for selecting merchandise product lineup.

15.3. Responsible for selecting the prices for all merchandise products.

15.4. Responsible for merchandise sales stations.

15.5. Responsible for the eStore.

15.6. Responsible for being the primary contact on behalf of the organization to Half Pints in regards to Queer Beer.

15.7. Responsible for working with Half Pints on annual quantity of bottle and keg production of Queer Beer.

15.8. Responsible for the on-going product development of Queer Beer.

15.9. Responsible for the organizations tourism program.

16. Public Relations Director

16.1. Responsible for the creation, management and deactivation of all of the organizations social media accounts.

16.2. Responsible for www.pridewinnipeg.com.

16.3. Responsible for the eNewsletter.

16.4. Responsible for the creation and distribution of all media releases and organization statements.

16.5. Responsible for being the primary contact between the organization and the media.

16.6. Responsible for proof reading all external organization publications.

16.7. Responsible for taking the lead for all press conferences including the annual theme launch press conference.

16.8. Responsible for taking the lead on organization editorial content for the website, social media postings, and publications.

16.9. Responsible for being the primary alternative spokesperson for the organization when the President is unavailable.

17. Community Relations Director

17.1. Responsible for being the primary contact person between the organization and local community groups and other Manitoba Pride organizations.

17.2. Responsible for taking a lead on advocacy issues and determining which issues we should direct our resources to assisting.

17.3. Responsible for managing subsidiary Prides.

17.4. Responsible for ensuring the organization has a presence at all major community events and functions.

17.5. Responsible for representing the organization at community events and functions.

Temporary Leaves of Absence (“TLA”) Delegation

Coverage Delegate

If a Managing Member is on a TLA they may appoint another Managing Member to be their Coverage Delegate. The following applies for Coverage Delegation:

- The absent Managing Member will appoint the Coverage Delegate.
- The absent Managing Member retains their full authority and responsibility while on their TLA.
- All communications are to be directed to the absent Managing Member while they are on their TLA.
- The absent Managing Member will direct tasks and request to their Coverage Delegate if they are unable to deal with the task or request efficiently while on their TLA.

Acting Delegate

If a Managing Member is on a TLA they may appoint another Managing Member to be their Acting Delegate or if the Managing Member is going to be unable to communicate with the Organization for 72 hours or more they will be required to have an Acting Delegate appointed. The following applies for Acting Delegation:

- The Board of Directors will appoint the Acting Delegate.
- The absent Managing Member will relinquish their authority and responsibility while on their TLA or a specified time-period.
- The Acting Delegate will assume the full authority and responsibility of the absent Managing Member while on their TLA or a specified time-period.
- All communications are to be directed to the Acting Delegate with the absent Managing Member being cc'd.
- While the Acting Delegate is managing the office of the absent Managing Member the following should be noted:
 - The Acting Delegate is to execute their acting authority and responsibility as the absent Managing Member would.

- The Acting Delegate is not to change established directions of the office that was set by the absent Managing Member.
- If the Acting Delegate is unsure how to act on a decision they are to seek advise from the absent Managing Member if possible or the Officers.

| VERSION NUMBER | APPROVED BY BPC | APPROVED BY BOD |
|-----------------------|------------------------|------------------------|
| 002 | 2015-02-18 | 2015-02-26 |
| 003 | 2015-11-05 | 2015-11-10 |
| 004 | 2015-12-03 | 2015-12-15 |
| 005 | 2016-03-03 | 2016-03-15 |
| 006 | 2016-04-07 | 2016-04-12 |
| 007 | 2016-09-06 | 2016-09-13 |
| 008 | 2016-11-28 | 2016-12-13 |