



Role Descriptors

General Committee Responsibilities

1. To remember the group's core values, aims, mission and to adhere to the rules advise and guidelines outlined in this constitution and other supporting documents.
2. To ensure to the best of your ability that you support your fellow committee members in their tasks; offering help and functioning as a coherent and mutually supportive team. To encourage your fellow committee members to do the same and ask for help when they need it.
3. To accept your own limitations, to delegate where you need to, to limit your plans when you must and to always be in full communication with the rest of the committee.
4. To act as behavioural role models for the rest of the group.
5. To keep a positive and active channel of communication open with key stakeholders of Sheffield United Football Club.

Chair

1. To oversee all committee processes and ensure that various members remain on task.
2. To act as the public face (virtual or physical) of the group at all major events and occasions, and to be a present and welcoming face for (especially new) members.
3. To ensure workload is delegated equally between committee members, pitching in to help themselves where necessary
4. To function as the primary contact with Sheffield United Football Club, advocating the interests of the group.
5. To chair all committee meetings.
6. To ensure that other committee members operate in line with the group's core values, aims and objectives.
7. Produce an annual report for the group.
8. Be well informed of all group activities and up to date with the LGBT+ football landscape.
9. Be a person who can develop good relationships internally and externally. E.g.) Fans for Diversity
10. Be a competent public speaker

Vice Chair

1. To help & support the Chair in all Rainbow Blades work & activity not just a designated area.
2. To be available as a public face (virtual or physical) of the group at major events and occasions, and to be a present and welcoming face for (especially new) members.
3. To accept a higher volume of work & help assist in delegating work out equally between committee members, pitching in to help themselves where necessary.



4. To stand in for the Chair in their absence.
5. To help prepare any official documents or reports with the Chair.
6. Be well informed of all group activities and up to date with the LGBT+ football landscape.
7. Be a person who can develop good relationships internally and externally. E.g.) Fans for Diversity
8. Be a competent public speaker

Ambassador

An ambassador is someone who agrees to lend their name to the group as a way of supporting you and are happy to take part in certain requests/activities. They can act in a profile-raising role.

The primary role of an ambassador is to lend credibility. They don't play a formal part in the group but are usually listed on publicity material to help raise awareness and support.

1. Shares the values of the group and be well informed with the work we do.
2. Provide video messages and/or quotes/statements for key campaigns e.g.) Ambassador press release, Rainbow Laces, Football V Homophobia.
3. Provide any photo opportunities e.g.) Wearing the Rainbow Blades t-shirt/pin badge
4. Attend key events virtually or physically (Only if the group, player, and club agree it is necessary & availability allows). e.g.) Special guest on a podcast or virtual member meet and greet.
5. Any support with competition giveaways.
6. Positive and public support of the group.

Administrator

1. Plan venue, date, times, and hospitality for meetings if required.
2. Collect and collate documents from committee members or group submission.
3. Take the minutes of meetings. Write up the minutes as soon as possible after the meeting and distribute out.
4. To support other committee members with administrative tasks.

Treasurer (Currently the Founder/Chair)

1. Keep the financial accounts up to date.
2. Keep a proper record of all payments and monies received. Ensure documentation is logged.
3. Make sure financial reports are available and understood at all committee meetings.
4. Ensure that information for an audit is prepared each year.
5. Track income streams, look for new ways to generate income.
6. Only person to complete payments and orders.



Marketing & Communications

1. Support social media accounts.
2. Create marketing for social media posts and events and other key initiatives/campaigns.
3. Work with the Founder/Chair & Sheffield United Football Club on more official marketing, design, and communications. E.g.) Programme inserts.
4. If/when required help with blog/website maintenance.
5. Help prepare any internal or external communications e.g.) Press release.
6. Support writing the monthly newsletter.

Events Officer/s

1. To help plan our annual events schedule - deciding what events to hold.
2. To ensure that the rest of the committee remains consistently well-informed as to the planning status of upcoming events, such that they will be able to help when needed and aware enough to offer it when.
3. To logistically and organisationally execute events. E.g.) Pub quiz
4. To organise and attend other events (i.e. Socials)

Campaign Officer/s

1. To help plan and lead on campaigns.
2. To ensure that the rest of the committee remains consistently well-informed as to the planning status of upcoming campaigns, such that they will be able to help when needed and aware enough to offer it when.
3. To execute campaigns logistically and organisationally.
4. To work with Events Officer/s to ensure campaigns run smoothly.

Fundraising/Sponsorship Officer/s

1. Work on the fundraising & sponsorship plan and help operationalise it.
2. Work with the committee on fundraising & sponsorship over the year.
3. Help source corporate sponsors and other revenue streams.
4. Support & write funding bids.
5. Motivate and encourage members to fundraise for the group.

Floating Committee Member

1. Work to support the committee on any key areas of activity to share workloads and resource.
2. Be available to take on tasks as and when needed.



Social Media Officer

1. Support all 3 social media accounts. (Twitter, FB & Insta)
2. Create captivating marketing/content for social media posts and events and other key initiatives/campaigns.
3. Respond to/interact with posts across our channels.
4. Manage the social media inboxes and signpost enquires.
5. Help prepare any internal or external communications e.g.) Press release.
6. Be a creative person with the ability to design graphics and the ability & knowledge to use social media platforms.
7. Stay on up to date with latest social media trends.

Rainbow Blades Champion

Rainbow Blades champions are key members who can positively promote the group, work with the committee to achieve our goals and can support at the events and with Initiatives and campaigns.

1. To be on hand to act as a representative for Rainbow Blades at events.
2. To be on hand to support Rainbow Blades in key initiatives and campaigns.
3. Signposting new members or media/social media requests and questions to Rainbow Blades.
4. Championing & promoting the benefits of Rainbow Blades.
5. To act as behavioural role models for the rest of the group.