



Community Advisory Board Information Pack

Everything you need to
know before applying

Description and Responsibilities:

The Community Advisory Board (CAB) was established by Pride in London as an independent advisory and scrutiny body made up of members of London's LGBT+ community.

We help Pride in London meet their commitment to openness and transparency and advise on different issues.

These include:

- Working with Pride in London to advise on questions of inclusivity and diversity.
- Making sure all sections of the LGBT+ community are able to participate fully in Pride.
- Scrutinising Pride in London's financial and operational plans (as well as their outcomes) in the interests of transparency and to feedback to the Pride in London director team.
- Giving guidance to Pride in London where the interests of different sections of the community are in conflict.
- Giving guidance on the development of any policies or procedures which could have an impact on inclusion.
- Giving guidance and input in the development of Pride in London's approach to succession planning.
- Advising Pride in London on the distribution of grants to community groups where there is a surplus.
- Writing an annual report reviewing the year's Pride.

The CAB is independent and has no decision-making powers. We only advise and scrutinise the activities of Pride in London and offer guidance where we can.

Community Advisory Board Positions:

The Community Advisory Board is made up of members of London's LGBT+ community who have been endorsed by their community group or organisations.

The board is made up of the following positions:

Chair (elected from the board)	
BAME Representative	Health Representative
Women's Representative	Environment & Sustainability Representative
Bi Peoples Representative	Political/Campaigning Representative
Trans Peoples Representative	Performing Arts Representative
Faith and Beliefs Representative	Local Groups Representative
Young Peoples Representative	Families Representative
Older Peoples Representative	People with Disabilities Representative
Secretary (non-voting/administrative)	

You can find more details about the current membership [here](#).

Time commitment

The CAB meets on the fourth Saturday of each month. Meetings are held in Central London and are usually from 10:00 – 12:00.

The total time commitment varies during the year, but members can expect to spend no more than 10 hours a month fulfilling their roles.

Individual tasks and responsibilities

- Attending monthly CAB meetings
- Supporting and contributing to the responsibilities of the CAB as listed above.
- Community engagement - reaching out to members of your representative community to capture feedback and update on any developments.
- Attend meetings, socials, receptions AGMs of organisations within your community groups where possible.
- Where appropriate, promote activities of CAB or Pride in London on social media.
- To adhere to Pride in London and the CAB's code of conduct and maintain high standards of professionalism.
- To maintain discretion when dealing with confidential papers and issues.
- Refrain from commenting on particular issues in a public setting which the CAB is currently investigating/advising on.

Key Relationships

We are committed to maintaining a collaborative and productive relationship with:

- Fellow members of the CAB
- Pride in London - its directors and volunteers
- LGBT+ groups in your area of representation who share in our aims and values

About You

As a representative, you will be integral in ensuring your group is actively connected, represented and engaged with the wider Pride in London community.

Essential: (these are must-haves)

- Self-identify as a member of your representative group.
- Be able to commit to regularly attending CAB meetings and contribute to fulfilling the board's responsibilities.
- Be involved with an existing LGBT+ organisation or group which is involved in your area of representation.
- Be a team player who can work in a group setting but can also show initiative and take the lead in reaching out to groups in your area of representation.
- Be able to communicate with a diverse group of people from different backgrounds (English does not need to be your first language)
- Demonstrate an ability to navigate issues around discrimination with sensitivity and be aware of diversity issues.

Desirable: (these are nice to have, but not essential)

- Previous experience as part of a trustee board or advisory/scrutiny body or similar.
- Previous experience in community engagement.
- An established network of contacts across a broad range of LGBT+ groups.
- Experience in Social Media/PR/Communications/Legal

The Application Process

Step 1: Apply

- [Apply to join the Community Advisory Board by filling the online application form here.](#) Select the position you would like to apply for from the drop-down list of current vacancies.
- As part of your application, you may be asked for a reference from a community group or organisation that works with people from the area you wish to represent about why you would be a great candidate. You need to be a member of this organisation.
- References should be sent to contact@pridecab.org and be clearly labelled with your name and the position you are applying for.

Step 2: Selection

- The CAB will review and vote on all completed applications at the next meeting. Dates for future meetings are posted on the website.
- Everyone who has applied will be informed of the outcome of their application as soon as possible.

Step 3: Induction

- The Chair of the CAB will arrange a 30-minute induction call with successful applicants and introduce them to the role, provide guidance and answer any questions.
- New members of the CAB will begin their terms as representatives for the community.