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Info@prideofcentralpa.org

Board Member Application

Please fill out the application completely and return to Pride Festival of Central Pa mailbox, website, or current board member. The Pride Festival Board consists of 5 executive board members and 4 other voting members. We are looking for a minimum of 9 and no more than 11 board members. All Board positions are for 3 years with no more than 2 consecutive terms.

Please see the job descriptions below for each member of the board and choose which position best suits your skills and talents.

President of the board shall be the principal executive officer of the organization. Will also supervise and administer all affairs of the organization. Is responsible for ensuring and maintaining that the corporation is meeting and satisfying requirements of 501(c)(3) status. Shall ensure Pride Festival of Central PA business and activities are carried out in accordance with the bylaws. Organize and chair all meetings. Will oversee Marketing, Public Relations and Sponsorship Chairman and committees. May appoint individuals to assist in fulfilling the programs or objectives of the Board without amendment to the bylaws. Shall have other general executive duties as assigned. Will act as signing authorized agent of the Organization and Board, certificates, contracts and other agreements as approved by the Board signing.

First Vice President shall be in charge of revising any bylaws and nominations for the next year's board voting process. Shall oversee Entertainment chairman and Parade chairman and their committees. Shall fill in for President of the Board at meetings or community functions if President is unable to attend.

Second Vice President will be in Charge of all fundraising and sponsorship activities associated with the organization. Shall oversee the Festival & Operations Chairs and Committees. Shall fill in for President of the Board at meetings or community functions if President is unable to attend.

Communications Officer shall be responsible for recording minutes at all Board meetings. Shall serve as Communications Officer of the Board and be responsible for recording minutes at all Board meetings. Responsible for keeping records of the minutes. Shall be responsible for monthly newsletters to the community. Responsible for keeping the list of current Board members and their term expiration dates. Shall oversee Volunteer Chairman and committees. [Shall have additional responsibilities as required by the Board.](#)

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Treasurer Shall keep financial records and conduct all banking. Shall prepare the annual budget. Shall prepare a Treasurer's report to be presented at each committee meeting. [Shall have additional responsibilities as required by the Board](#)

Committee Chairs – Have option to be voting members and part of the board

Festival Committee Chair shall be responsible for receiving and organizing all vendor applications and organizing the layout for the Festival

Entertainment Chair shall be responsible for organizing all applications for potential choices for the day of the festival and bring to the board members to vote upon.

Volunteer Chair shall recruit and organize all volunteers for organizational events and weekend of festival.

Marketing Chair shall be responsible for Marketing all organizational events, Designing Ads, updating Social Sites, writing press releases to all publications, Signage for day of event and fundraising events

Operational Chair - This position is the main logistical contact for the City of Harrisburg or the municipality that the Festival and Parade is held in. Other duties are to contact and negotiate contracts with vendors that supply items and/or services for the Festival and Parade. During pride weekend this position is the main contact for all logistical issues, except for entertainment and quest vendors and works closely with the Festival Chairperson.

Parade Chair shall be responsible for the organization and production of the PrideFest Unity Parade. The parade chair should submit a budget for the parade to the board of directors upon request. The parade chair should make contact and negotiate contracts for all invited guests/organizations of the parade. The parade chair should assist the board of directors and/or the fundraising chair with fundraising efforts in order to ensure that parade expenses are covered by the organization's annual income. The parade chair shall form a committee consisting of 3-5 people to assist with the planning and production of the pride parade. Applications should be made available to the public in the winter months. The parade committee should make initial contact with prospective invited guest/organizations in January/Feb. The parade committee should file an application for a parade permit the first business week of the new year.

General Information (Please PRINT)

Name: _____

Phone Number: _____

Email Address: _____

Position Applying For: _____

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What is your availability? _____

(Board Meetings are normally the 3rd Tuesday of every Month or meetings are organized when needed due to order of business)

Please list experience, jobs, or other volunteer positions that you feel qualifies you to be a board member of Pride. _____

Are you committed to monthly board meetings and setting aside time to perform work outside of the usual board meetings for Pride? _____

Will you be available for the weekend festival events? _____

(Festival Weekend is normally the last weekend of July)

Please describe why you want to be a member of Pride Festival of Central Pa Board of Directors?

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