



PRIDE FESTIVAL OF CENTRAL PA



Committee Chair Application

PO Box 4213, Harrisburg, PA 17111
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the
Foundation
for Enhancing Communities

The Pride Festival of Central PA is a project of The Foundation for Enhancing Communities



Dear Potential Committee Chair,

We would like to thank you for expressing interest in taking a leadership position within the Pride Festival of Central PA.

Committees in our organization consist of thoughtful community members who meet monthly (or as needed) to advise the Pride Festival of Central PA Executive Board and its officers by giving advice, sharing ideas and working to strengthen and build upon our events, activities and our organization's mission statement. We admire much of the work and leadership many members of the LGBT community do and we would be very grateful to have your talents, skills and thinking as we go forward.

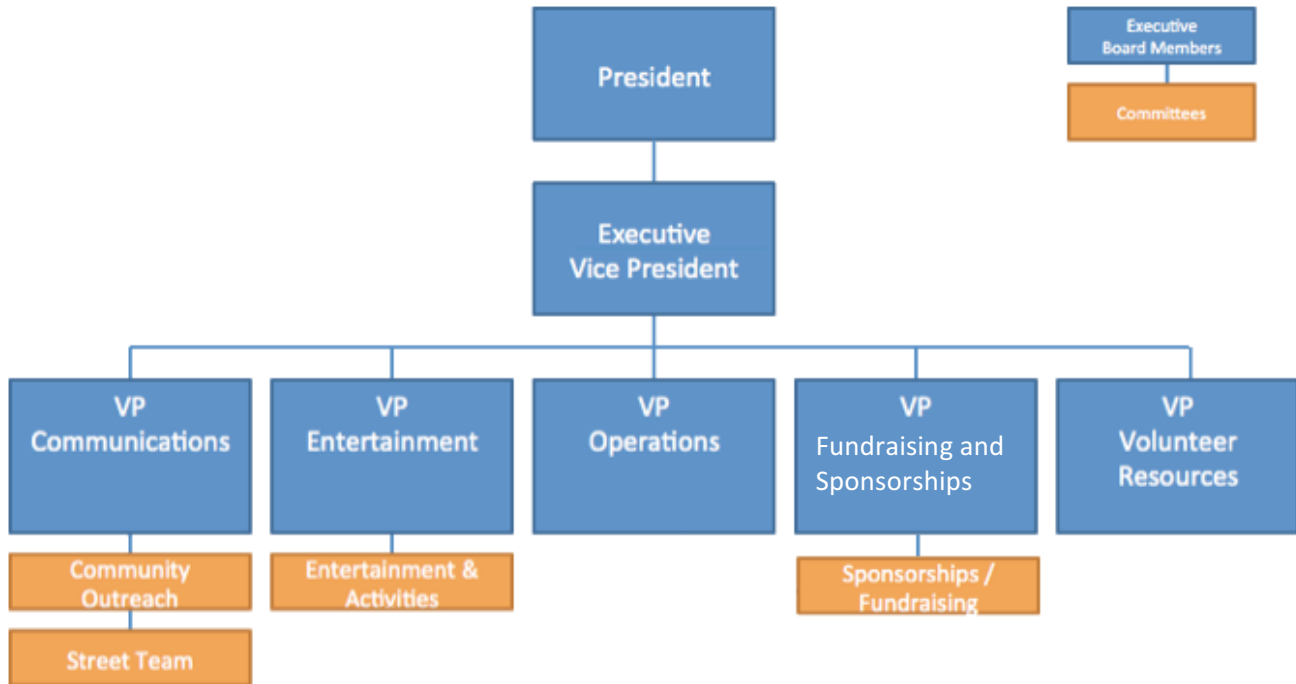
A list of the committee chair responsibilities, the application and selection process can be found on the following pages. Be advised not all positions are available. A list of vacancies can be found on the organization's Facebook and web pages.

We are excited about the upcoming year and look forward to receiving your completed application materials.

The Executive Board of the Pride Festival of Central PA

The Pride Festival of Central PA Organization

The Pride Festival of Central PA is organized under an elected governing body, the Executive Board, composed of 7 officers. The Executive Board is legally responsible by statute and its bylaws for establishing, guiding and assessing the overall direction and performance of the Pride Festival of Central PA.



A committee is a group of people who advise and support the Officers and Executive Board of the Pride Festival of Central PA. Committees organized under the Pride Festival of Central PA have limited authority and scope. Committees do not have any formal legal responsibilities or authority to vote or decide on organizational matters or expend funds. Rather, committees have been established by the organization to serve in an advisory capacity, to give advice, bring ideas forward and work to implement the decisions of the Vice President and or the Executive Board.

Standing committees are committees listed in the bylaws and are considered a permanent part of the organization. Special committees are temporary committees and are created to perform a specific task and are then dissolved when the task is completed and the final report or action has been completed.

All standing committees of the Pride Festival of Central PA will have a charter document renewed each year after the Festival by the Vice President in charge or his/her designee, that outlines the purpose, objectives, responsibilities and meeting details.

All Special committees of this organization shall have an appointment letter signed out by the President that outlines and describes the committee's purpose, objectives and responsibilities.

The Vice President who oversees a committee may chair the committee or at their discretion, nominate a candidate, after the candidate has gone through the formal application process. All committee chairs will be approved by a vote of the Executive Board.

The Vice President or his/her designee may make and provide additional committee rules and guidance, as they deem appropriate to be approved by the President. Those rules and guidance shall not conflict with the organization's by-laws, which supersede all other direction.

It is the duty of all Pride Festival of Central PA Executive Board and Committee Chairs to work towards the achievement of the mission statement and goals within the restrictions of the organization's bylaws.

The Pride Festival of Central PA's Mission Statement is:

To increase positive visibility of the Lesbian, Gay, Bisexual, Transgender and Ally (LGBT) community of Central Pennsylvania by providing opportunities to express and celebrate diverse perspectives, emphasizing acceptance of all individuals regardless of sexual orientation, gender identity or gender expression.

The Goals of the Pride Festival of Central PA are to:

- Promote awareness of and showcase organizations available to the LGBT community;
- Provide a safe environment for people of the LGBT community to celebrate their diversity;
- Support local economic growth by attracting individuals to Central Pennsylvania;
- Raise funds for charitable contributions to LGBT organizations.

The Standing Committees of the Pride Festival of Central PA

The Pride Festival of Central PA has four (4) standing committees:

Community Outreach – Plans and carries out meaningful community service projects by projecting the organizations mission while increasing member involvement, seeking to strengthen the Pride Festival of Central PA's connection to the community in which we live and work.

Entertainment & Activities – Research, planning and organization of all potential Entertainment and activities that occur at the Festival. This includes performers and bands.

Fundraising & Sponsorship – An effective Fundraising and Sponsorship committee is vital to the life and financial well-being of the organization to help raise awareness and funds. The functions of this group are varied but center around information, building relationships and raising money to meet the organization's special or ongoing needs.

Street Team – Committee responsible for getting the word out about organizational events, activities and fundraisers through promotion and advertising. Street Team members post fliers, chalk sidewalks, share information on social media and get people excited about the many great events and activities going on throughout the year

The Special Committees of the Pride Festival of Central PA

The Pride Festival of Central PA has one (1) special committee:

Parade – Determines the feasibility of holding a Pride Parade.

Please consult the individual committee charters or the appointment letter for further responsibilities, objectives and responsibilities.

Qualities of a Committee Chair

Being a committee chair is an important role in our organization. With that in mind, stringent standards in the search for chairpersons are applied.

The most successful applicants will be individuals who:

- Can bring a variety of skills, experience, and diversity to the organization.
- Have concern for the organization's continued development and are willing to share new ideas for continued outreach and fundraising.
- Are willing to contribute personal and financial resources to the organization and to cultivate and solicit outside funds.
- Are prepared to set aside any potential conflict between their personal or individual business interests to support the well-being of the organization.
- Have a developed sense of values and personal integrity
- Are sensitive to and tolerant of views and opinions different from their own.
- Are friendly, responsive, patient, and have a sense of humor.
- Work well with individuals and groups.
- Consistently meet deadlines, work hard and keep cool under pressure.
- Can listen, analyze, and think clearly and creatively.
- Are willing to prepare for and attend committee meetings and other events as necessary.
- Will take responsibility and follow through on assignments.
- Create a positive environment.
- Can recruit new committee members and volunteers.

Eligibility

Applicants must be age eighteen (18) years or older.

Length of Term

All committee chair positions have a term of one (1) year. At the conclusion of a one (1) year term, an existing committee chair may be voted back for a subsequent one (1) year term on the existing committee or a different one without having to resubmit to the application process.

Application Process

Applicants should decide which vacant position they are interested in holding. Vacant committee chair positions can be found on our Facebook and website.

Applicants must submit the appropriate forms, completed as requested. Please read the application carefully and follow all instructions.

Applications must be submitted with a current résumé, which should include your work history, education, and relevant experience. Electronic documents should be in Microsoft Word or Adobe PDF format.

Applications will not be considered if they are incomplete, missing a résumé or submitted past the deadline.

Applicants must be available to participate in an interview with the current Vice President for which you will be working along with other Executive Board members, where you must demonstrate you have the skills, commitment, passion and time to devote to the undertakings of the position you are applying.

At the conclusion of all interviews and an appropriate amount of deliberation, the Vice President will nominate a candidate to fill the position. The Executive Board will vote to confirm the candidate to the nominated position.

Candidates are selected by a majority vote of current Pride Festival of Central PA Executive Board members physically present at the meeting where the vote takes place.

Application Key Dates and Deadlines

For key dates and Deadlines, please go to the Pride Festival website or Facebook page. All applications must be complete and received or postmarked by the application submission deadline.

Submitting Your Application Materials

After completing the forms, submit them by the deadline, along with your résumé, by one of the following:

E-mail: info@prideofcentralpa.org

Fax: (717) 838-1330

Mail: Pride Festival of Central PA, PO Box 4213, Harrisburg, PA 17111

After submitting your application, you will receive a confirmation e-mail within five (5) business days. If you do not, call (717) 460-0993 to verify your application was received.

Privacy Notice

The Pride Festival of Central PA will retain your application materials for use with the candidate nomination process and will destroy them when they are no longer required. If you submit your application materials by e-mail, be aware that e-mail is an unsecured means of communication. The Pride Festival of Central PA cannot guarantee the secure electronic transmission of your application materials.

Questions

Any questions related to this application, the executive board selection process, current vacancies should be directed to Andrew Campbell, the Executive Vice President, (717) 460-0993.



Pride Festival of Central PA Committee Chair Application

Applicant Information

Last Name		First Name	
Street Address			Apartment / Unit #
City		State	Zip Code
Primary Phone Number		Secondary Phone Number	
E---Mail Address			
Date of Birth		Position you are applying for	
What is your availability?			

Qualifications

Summarize below 5 special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports that would be useful to the organization. Use a separate sheet of paper if you need more space.

Please describe below in 500 words why you want to be the Committee Chair and how you hope to benefit the organization.

I commit to attending monthly committee meetings, fundraising events and other meetings and events as necessary, while also setting aside time outside of the aforementioned to complete my work, help others if needed and show my support for Pride.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand the Committee Chair is a chief advisor to the Executive Officer who oversees the committee and the larger Executive Board of the Pride Festival of Central PA. As such, Committee Chairs do not have any formal legal responsibilities or authority to vote or decide on organizational matters or expend funds.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I commit to being available the Wednesday evening before the festival through the Sunday evening after the Festival? (The Festival weekend is usually the last weekend of July.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand the committee chair positions have a term of one (1) year or less if sooner terminated by the action of the Board. At the conclusion of a one (1) year term, an existing committee chair may be voted back for a subsequent one (1) year term on the existing committee or a different one without having to reapply or submit to the application process.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Resume

Please attach a current resume that includes your work history, education, and relevant experience. Electronic documents should be in Microsoft Word or Adobe PDF format.

Completed Applications

Completed application packages should be sent to the attention of the Executive Vice President by one of the following means:

E---mail: info@prideofcentralpa.org

Fax: (717) 838---1330

Mail: Pride Festival of Central PA, PO Box 4213, Harrisburg, PA 17111

Agreement and Signature

I understand if my application is accepted, I will be called to schedule an interview, which is an integral part in the selection process. I understand rescheduling my interview will be limited with only the most exigent of circumstances accommodated and that if I cannot keep my scheduled interview time, I possibly forfeit any chance of being selected for the position for which I am applying.

I certify that my answers are true and complete to the best of my knowledge. If this application leads to my acceptance as a committee chair of the Pride Festival of Central PA, I understand that false or misleading information in my application, items submitted with my application, or given at my interview may result in my immediate dismissal and release from the Pride Festival of Central PA

Name (printed)
Signature
Date