



# **PRIDE FESTIVAL OF CENTRAL PA**



## **EXECUTIVE BOARD MEMBERSHIP APPLICATION**

PO Box 4213, Harrisburg, PA 17111

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[www.centralpapridefestival.com](http://www.centralpapridefestival.com)

**the  
Foundation**  
*for Enhancing Communities*

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



Dear Trailblazer, Strategist, Communicator, Coach, Diplomat, Potential Executive Board Member,

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

Leadership in our organization does not just consist of thoughtful community members who want to make a difference and serve their community. Our Executive team is full of energetic, outgoing, hard-working visionaries, who are decisive and dedicated leaders, who are able to focus on the big picture and uphold high standards while wearing many hats and performing many functions.

We will be frank with you; this is not a position for everyone. You will be expected to attend many meetings, lots of Fundraisers, be visible in the LGBT community and “roll up your sleeves” to accomplish the myriads of tasks that need to be done in order to put on one of the best LGBT Pride Festivals on the East Coast.

If you’re up for the challenge, we would be very grateful to have your talents, skills and thinking as we go forward.

A list of the Executive Board 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 organizations 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

## **Qualities of an Executive Board Member**

Executive Board membership is integral to the success of the Pride Festival of Central PA and is not only an important role in our organization but also our community. With that in mind, stringent standards in the search for board members 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 board meetings, executive sessions, committee meetings and other events as necessary.
- Will take responsibility and follow through on assignments.
- Create a positive environment.
- Can recruit new board members and volunteers.

## **The Pride Festival of Central PA Executive Board**

As the Pride Festival of Central PA's elected governing body, 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.

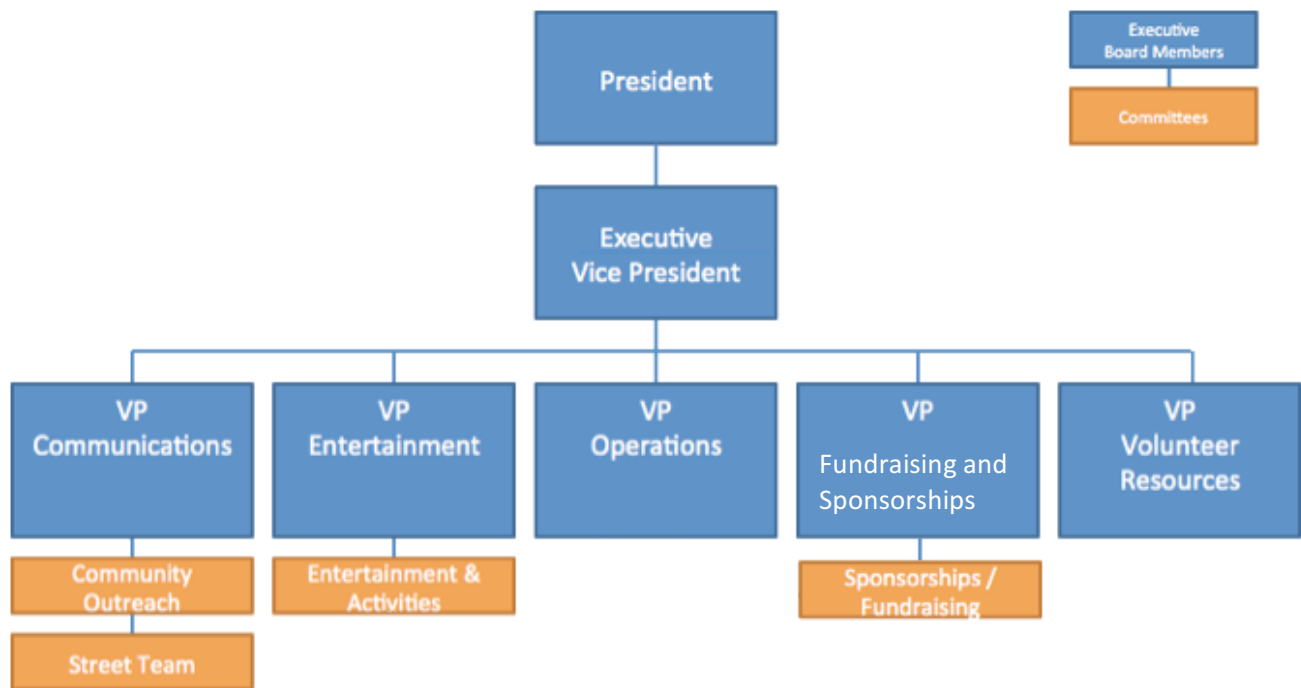
It is the duty of all Pride Festival of Central PA Executive Board members to work towards the achievement of the mission statement and goals within the restrictions of the organization's bylaws.

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 Pride Festival of Central PA Executive Board consists of 7 members:



The below descriptions are to give applicants an idea of the work and duties of each position. The precise duties and responsibilities of each position are included in the Pride Festival of Central PA's bylaws. The bylaws can be found on the organization's website.

**President** – The principal executive officer of the organization. Administers, directs and supervises all affairs of the organization. The President is also responsible for satisfying requirements of 501(c)(3) status. He/She ensures the Pride Festival of Central PA meetings, business and activities are carried out in accordance with the bylaws. The President is the authorized agent of the organization to sign certificates, contracts and other agreements as approved by the board.

**Executive Vice President** – Assists the President in the carrying out of his/her duties and fills in for President at meetings or community functions if the President is unable to attend. Responsible for all sponsorship and fundraising activities associated with the organization and has the direct oversight of the Fundraising and Sponsorship Committee. The Executive VP is designated as a Festival Emergency Response Team Leader and is responsible for the Festival Emergency Response Plan. The Executive Vice President is responsible for revising the bylaws and the executive board and committee chairperson election process. He/She is also responsible for keeping track of current board members and their term expiration dates. Additional responsibilities may be given as required at the direction of the President

**Vice President of Communications** – Principle person responsible for internal and external communications, public relations campaigns and community relations. The VP of Communications is responsible for recording and maintaining records of minutes for all board meetings and sessions. They are responsible for the organization’s website and social media as well as monthly newsletters and other communications products working with the Community Outreach Committee, whom they directly oversee. Additional responsibilities may be given as required at the direction of the President and or Executive Vice President.

**Vice President of Entertainment** – Principle person responsible for organizing the entertainment and activities that occur during the Festival. The VP of Entertainment oversees the selection process for the Festival’s headliner and other entertainment, bringing the Entertainment Committees recommendations to the full board for a vote and approval. They have direct oversight of the Entertainment committee and he/she is also responsible for organizing other non-performance activities at the festival including the Family Zone. Additional responsibilities may be given as required at the direction of the President and or Executive Vice President.

**Vice President of Operations** – Principle person responsible for Festival and Parade logistics as well as receiving and organizing all vendor applications, updating and maintaining vendor application forms. The Vice President of Operations is responsible for contacting and negotiating contracts with vendors that supply items and/or services for the Festival and Parade. They are also responsible for the set up of the Festival grounds and placement of vendors. Additional responsibilities may be given as required at the direction of the President and or Executive Vice President.

**Vice President of Fundraising & Sponsorships** – Principal person responsible for all sponsorship and fundraising activities, having the direct oversight of the Fundraising and Sponsorship Committee. The Vice President of Fundraising & Sponsorships is receiving and organizing all sponsorship applications, updating and maintaining sponsorship application forms. Responsible for the planning and execution of all fundraising events and opportunities of the organization. Additional responsibilities may be given as required at the direction of the President and or Executive Vice President.

**Vice President of Volunteer Resources** – Principle person responsible for recruitment and retention of volunteers for all organizational events, activities and needs. The Vice President of Volunteer Resources is responsible for keeping the volunteer listing and soliciting help from the volunteers to help with fundraising events, the Festival and other events as needed. While they do not oversee a particular committee, they are to sit on many of the other committees and assist those committees in obtaining volunteers and work to get active as much as the community as possible. Additional responsibilities may be given as required at the direction of the President and or Executive Vice President.

## **Eligibility**

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

Applicants must have served at least two (2) consecutive years in some capacity as a volunteer and or on a committee. This rule may be waived with the endorsement and sponsorship of two current non-related Executive Board members.

## **Length of Term**

All executive board positions have a term of three years. At the conclusion of a three (3) year term, an existing executive board member may be voted back on the board for a subsequent three (3) year term without having to resubmit to the application process.

## **Application Process**

Applicants should decide which vacant position they are interested in holding. Vacant Executive Board positions can be found on our 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 Pride Festival of Central PA 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 board will vote and decide upon the candidate to fill any vacancies.

Candidates are selected to join the Executive Board by a majority vote of current Pride Festival of Central PA Executive Board members 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 due date.

## **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](mailto: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

## Application for Executive Board Membership



### APPLICANT INFORMATION

Last Name		First	M.I.
Street Address		Apartment/Unit #	
City	State	ZIP	
Primary Phone		Secondary Phone	
E-mail Address		Date of Birth	
Position you're applying for			

### AVAILABILITY AND SERVICE

What is your availability?

I commit to attending monthly executive board sessions, committee meetings, board 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 commit to being available the Wednesday evening before the festival <u>through</u> 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 have volunteered / served on a committee for the Pride Festival of Central PA for at least 2 years in some capacity.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Please list your Pride Festival of Central PA volunteer or committee assignments below.

**If you do not meet the volunteer service requirement**, two current non-related Executive Board members may sponsor your application. Please obtain their signatures in the appropriate blocks below. The signatures must be obtained prior to submitting your application. Applications that have not gotten executive board member endorsement, meaning signatures, prior to submission will be rejected.

Executive Board Sponsor 1		Title	
Executive Board Sponsor 1 Signature		Date	
Executive Board Sponsor 2		Title	
Executive Board Sponsor 2 Signature		Date	



## **EXPERIENCE**

Please choose 5 specific professional skills or talents you have and explain for each one in the area below why that qualifies you for the position you seek on the Executive Board. Be sure to reference your professional and or community service experiences in your explanations.

Please describe below in 500 words why you want to be an Executive Board member of the Pride Festival of Central PA.

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 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

### **DISCLAIMER 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 a position on the Executive Board of the Pride Festival of Central PA.

I certify that my answers are true and complete to the best of my knowledge. If this application leads to my acceptance as an Executive Board Member 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 Executive Board.

Signature

Date

### **FOR BOARD USE ONLY**

Application Accepted  Rejected  Reason for Rejection Date

Interview Date Interviewers

Interview Notes