

Ithaca Pride Alliance Board and Committee Recruitment Fall 2024

Position Descriptions

Board Members

Board members are voting members of the advisory board. They are expected to attend board meetings every two weeks and meetings with external groups as their role demands.

Our board is currently made up of 7 members, with the following 4 roles already filled:

- **Chair**
- **Co-Chair**
- **Treasurer**
- **Member at Large**

We are currently accepting applications for the roles below, which outline position responsibilities:

- **Historian**
 - Produce communication memos to the committees
 - Brand management
 - Create and communicate our brand story
 - Maintain physical records and materials
 - Document tabling
 - Web copywriting
- **Secretary**
 - Back-end admin of administration systems (Slack, Trello, Google Drive)
 - Take meeting minutes
 - Monitor and maintain email systems (forwarding general inquires, responding to form responses)
 - Draft internal communications
 - Aids in web development and manages website updates
 - Purchasing in conjunction with Treasurer
 - Serves as point person for communication with the chamber (in conjunction with the board)
- **Member at Large**
 - Networking and outreach
 - Assist other board members
 - Work with event planners
 - Manage tabling opportunities and coordinate volunteers
 - Volunteer recruitment

- Attend events and create summary write up
- Lived experience and willing to bring to org and lend their voice

Committee Chairs

Chairs are non-voting members of the leadership team. They are expected to attend one board meeting a month, lead their respective committee or serve on appropriate committees, produce reports from their committee, and work collaboratively with board members to accomplish organizational goals.

We already have a **Marketing Committee Chair** and are currently accepting applications for the roles below, which outline position responsibilities:

- **Public Relations**
 - Co-lead Marketing comms committee
 - Manage photographers at events
 - Engagement newsletter
 - Visit Ithaca communications and blog posts
 - Public communications
 - Press coordinating
 - Community relations (connecting w/t-shirt vendor, etc.)
 - Manages the event submission form for the website
- **Accessibility**
 - Accessibility Guide production and updating
 - Work with events committee leads to ensure events are accessible
 - Work with the secretary to ensure the website is accessible
 - Work with PR and Marketing to ensure social media is accessible
 - Serve as (or train a designee to be) day-of accessibility coordinator for events
- **Education**
 - Sets education curriculum
 - Works with the education committee
 - Manages educational workshop series
 - Coordinates with Marketing for educational social media posts
- **Fundraising**
 - Sets sponsorship tiers
 - Writes fundraising solicitation copy
 - connects major donors with board members
 - Works with committee to manage advertising sales, tracking, and materials gathering
 - Manages sponsorship tracking (outreach, responses) and sponsor materials