



Executive Director- The Executive Director is responsible for the efficient and effective operation of the Pride Student Union. They need to be capable of effectively delegating tasks and diligently overseeing the collective progress and growth of the Board and the Pride Student Union throughout their term. The Executive Director duties include facilitating large scale events and initiatives of the Pride Student Union (i.e. the annual Pride Month, high profile speaking engagements, and campus policy changes). The Executive Director carries out the administrative decisions of the Board. Successful candidates will have prior experience with leadership roles and previous involvement in the Pride Student Union. The Executive Director trains and manages the Executive Board. They should be comfortable talking to large groups of people and publicly representing the Pride Student Union. The Executive Director presides over all Board meetings and is responsible for keeping constant communication with the Student Government Association branches about the agency's progress and events.

Assistant Director- The Assistant Director must have great interpersonal skills, a thorough knowledge of LGBTQ+ issues, and strong leadership ability. The Assistant Director will be a main point of contact for other agencies, bureaus, and registered student organizations. The Assistant Director also oversees the implementation of the Pride U Fellowship Program. They will work with the Executive Director and the SGA Advisor to create a comprehensive leadership training program to encourage greater student involvement within the LGBTQ+ campus community. The Assistant Director shall also oversee the Pride Affiliation Program. The Pride Affiliation Program is designed to help foster growth and collaboration among the various LGBTQ+ centered student organizations on campus. The Assistant Director assists the Director with the agency's daily operation of the Pride Student Union. In the event of a permanent vacancy of the position of Executive Director, the Assistant Director shall be appointed as their replacement.

Center Director- The Center Director shall be responsible for the efficient and effective operation of the Pride Student Union LGBTQ+ Resource Center as well as all related projects and programs. The Center Director must have excellent conflict management skills, be organized, driven, and a proven leader. They must be able to delegate tasks as well as be a

leader to the Center volunteers and Identity Night facilitators. They must be willing to help on any extra tasks delegated to them. The Center Director shall carry out the administrative decisions of the Executive Board regarding the Pride Student Union LGBTQ+ Resource Center. The Center Director organizes, trains, and manages the Pride Volunteers and Identity Night facilitators. They will also be in charge of scheduling Center events, and ensuring the events are successful. The Center Director will create a volunteer training manual and facilitate monthly volunteer and facilitator training sessions. The Center Director works closely with the Executive Director and the Assistant Director. The Center Director should be comfortable talking to large groups of people and publicly representing the Pride Student Union. In the absence of a Center, the Center Director will task recruited volunteers with opportunities to volunteer at Pride Student Union events and Market Wednesday.

Treasurer- Treasurer candidates must have excellent bookkeeping skills, be capable of handling figures and spreadsheets, have experience dealing with finances, and have good attention to detail. The Treasurer is in charge of all Pride Student Union finances. The Treasurer shall work closely with the Executive Director in the monitoring and management of the yearly budget, and update the board regularly on the status of all finances. The Treasurer is responsible for authoring all purchase orders in a timely manner and regularly communicating with the SGA accounting office. The Treasurer needs to be extremely organized and fiscally accountable. The Treasurer shall accompany the Executive Director to all budget meetings with the Student Senate, including budget and sweepings hearings. The Treasurer is expected to create a yearly operating budget and has knowledge of SGA budget proceedings.

Secretary – The Secretary shall take minutes during every board meeting, create and update bylaws as needed, maintain a file containing the minutes of all past meetings, and distribute meeting minutes in a timely manner. The Secretary needs to be extremely organized and mindful of deadlines. The Secretary is required to keep a record of Pride event attendance throughout the year in order to track organizational growth including membership on Nole Central. The Secretary is responsible for the organization and maintenance of the LGBTQ+ Resource Center Library and Media Room. The secretary will also be in charge of any newsletters or communication with general members.

Programming Coordinator(s) – The Programming Coordinator(s) shall create, plan, and ensure the smooth running of Pride events outside of the Center. Successful candidates will have some prior experience with programming and event planning, as well as a desire to create interesting, diverse, and dynamic events for members of Pride and the larger campus community. This position will also be responsible for organizing General Body Meetings. The Programming Coordinator is responsible for the timely submission of all event permits, food permits and also be in charge of room reservations.

Public Relations Coordinator(s) – The Public Relations Coordinator(s) will work on all Pride graphics and flyers, send press releases, maintain all social media outlets for the Agency, and manage a listserv. This position requires decision-making skills, expediency, creative qualities,

and a savvy social media philosophy. They will be aware of other agency, affiliate, SGA, and campus meetings and events in order to publicize the work of campus partners and allies. They will also coordinate Market Wednesday and other various tabling events. The Public Relations Coordinator(s) must have excellent communication skills in order to effectively synthesize the Board's ideas for flyers and graphics, communicate that message to Student Publications, and secure a timely delivery of the requested work.

External Affairs Coordinator(s) – The External Affairs Coordinator(s) will work closely with other agencies and organizations. They will be responsible for planning and hosting co-sponsored events with other agencies and student organizations. They will also need to attend, plan, and collaborate with other campus and community organizations to create and maintain sustainable relationships with them. They are also responsible for updating the resource list and connecting students to campus resources.

Political Action Coordinator(s) – The Political Action Coordinator(s) will need to publicize involvement opportunities for student participation and hold events that pertain to and advocate for LGBTQ+ concerns. They will also act as a liaison between Pride and community stakeholders (i.e. PFLAG, Big Bend, Family Tree, Pridefest, etc.). The Political Action Coordinator(s) will organize at least one political event, and one fundraising event each semester. They shall be responsible for the coordination of free HIV Testing in coordination with University Health Services and other related partners. All Executive Board members are expected to attend weekly Executive Board meetings and may be assigned additional duties and tasks as needed.

Membership Coordinator(s) - Membership Coordinator(s) candidates must be personable, energetic, and have superb interpersonal skills. They will be responsible for maintaining the Executive Board's relationship with general membership through a variety of ways. They will be responsible for planning all social events, including Pride Prom. They will also oversee the creation of any committees that the executive board sees fit, and checking the status of committee heads. In addition, they will also work closely with the External Affairs Coordinator to ensure involvement in major FSU events.