

2011 Central Pennsylvania July 4th, Inc. (CPJ4)

Executive Committee

- Responsible for success/failure of 4th Fest Event.
- Responsible for ethics, integrity, vision and reputation of organization.
- Draft policies for Board vote.
- Meet with and provide guidance to Committee Chairs.
- Provide financial oversight.
- Conduct Board meetings with agendas and minutes.
- Approve and execute contracts.
- Monitor timelines; make corrections in organization as needed.
- Develop contingency plan(s).
- Clarify roles (authority, duties and expectations)
- Accountable for collecting money the day of the event.
- Show appreciation and gratitude to all those who volunteer.

Committee Chairman

- Possess good organizational and people skills; coach, teach and address conflict.
- Possess excellent problem solving and communication skills.
- Possess computer skills to prepare written reports and maintain databases.
- Serve as a member of the Board of Directors.
- Possess a high level of commitment and energy.
- Determine committee structure and enlist key individuals to accept accountability for completing organizational tasks.
- Recruit volunteers and show appreciation for their efforts.
- Provide role clarity and reassign tasks when the volunteer skill set does not match the task at hand.
- Delegate authority and follow-up on timelines and task commitments.
- Build good teams and team participation skills to ensure cross-communication and work between committees.
- Prepare and send electronic reports sent to Board members in advance of Board meetings.
- Show appreciation and gratitude to all who volunteer.

Executive Director
Bernie Keisling

President
Paul Silvis

Treasurer
Charles Gable

Secretary
Lyn Gotwalt



Vice President & Fund-Raising Chair
Pat Knobloch

Board of Directors

Pam Decker (pam.decker@restek.com)
Ken Fohringer (kfohringer@psu.edu)
Charles Gable (gable@charlesgable.us)
Lyn Gotwalt (gotwalt@fnb-corp.com)
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Mark Theiss (mjt118@psu.edu)
Skip Webster (skip@marlinadvertising.com)
Kurt Weibel (kweibel@bestlineinc.com)

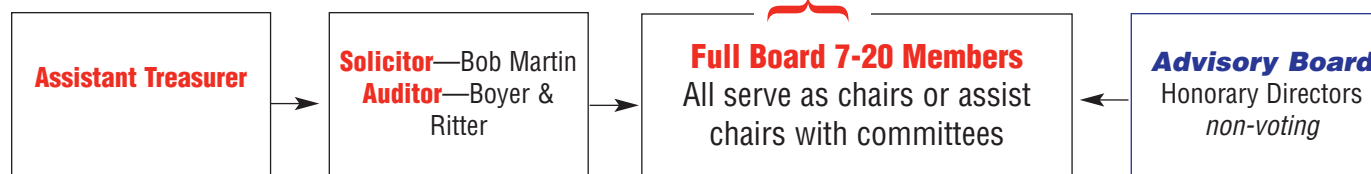
- Board members are expected to attend every meeting.
- Every Board member is expected to serve on a committee.
- A good leader replace themselves! Any Chair or Board member that steps down should have their replacement identified to ensure continuity in the organization.

Advisory Board

Shannon Allison (shannonballison@gmail.com)
Brian Boyer (bcb10@psu.edu)
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Rosetta Webster (rosewebster@comcast.net)
Bob Williams (rswpsu@aol.com)

- Serve at request of Board
- Provide information
- Provide guidance
- Connect organization with key community individuals
- Are passionate about families and celebrating our nation's birthday
- Ask questions
- Review timelines
- Solve problems
- Advise Board
- No meeting attendance requirements
- Show appreciation and gratitude to all who volunteer.

Executive Committee



Fundraising
Committee Chair: Pat Knobloch
Assistant Chair: Joe Mattivi

- Large donors
- Small donors
- Donor contract administration
- Donor database maintenance
- V.I.P. packages
 - catering
 - parking
- B.J.C. ticket sales
- Presidential reception
- Donor appreciation (plaques/letters)

Marketing/Communications
Committee Chair: Skip Webster
Assistant Chair: Bradley Pike
Assistant Chair: Adam Smeltz

- Guest relations
- Donor media recognition
- Newspaper contract (CDT)
- Television contract (WJAC)
- Photography and videography
- Graphics (printed support for all events)
- Create signage for all committees
- Web site
- Event information booth
- Shirt design, ordering, and coordination
- Merchandising program

Pyrotechnics
Committee Chair: Gary Mayhew
Assistant Chair: Ken Fohringer
Assistant Chair: Matt Lindenberg

- Accountable for explosives license & training, safety, liability insurance, compliance with all regulations, selecting music and choreographing show.
- Establishes annual Pyrotechnic License contract(s).
- Procures and oversees borrowed equipment for all Chairs utilized during show.
- Manages & oversees CPJ4 equipment and signage inventory .
- Works with Executive Director to obtain all local permits.
- Ensure Penn State property is properly cared for.
- Develops time table and works with broadcast media for show production.

Celebrations
Co-Chair: Pam Decker
CO-Chair: Rita Graef

- 4K Race
- Musical entertainment
- Children's activities and crafts
- Founders Mall
- Volunteer picnics
- Food vendors
- Pepsi products
- Free food booth
- Coordinate procurement of all tents and canopies
- Operation Thank You

Operation/Support Services
Committee Chair: Mark Theiss
Assistant Chair: Jeff Nucciarone
Assistant Chair: Kurt Weibel

- Police services
- Trash
- Sanitary facilities
- Parking
- Medical
- Fire
- Cleanup
- V.I.P. viewing
 - take tickets
 - seating
 - admission
- Permit input
- PSU liaison
- Obtains general liability insurance
- Coordinate volunteer meals