



COMMITTEES

1. Development
2. Marketing
3. Governance and Nominating
4. Finance
5. Facilities

Role:

Working groups, actively participating in achieving strategic goals in collaboration with Prima staff.

Environment:

A place to link arms between dedicated volunteers and staff

Time commitment:

3-5 hours/month

DEVELOPMENT

Purpose: Join Prima staff in fundraising strategies and efforts to cultivate a sustainable and thriving organization that meets its mission.

Responsibilities

- Identify and implement philanthropic gifts and development efforts
- Collaborate with the Finance Committee to create fundraising goals
- Expand Prima's donor base
- Collaborate with staff on caring for leading donors and potential top donors
- Engage learning opportunities on up-to-date best practices
- Implement the strategic plan and development plan tactics related to this committee's purpose

MARKETING

Purpose: Strategize and support the promotion of Prima's mission and events

Responsibilities

- Provide marketing insights, connections, and resources
- Collaborate with staff on communication plans
- Create and implement opportunities to promote Prima
- Market productions with network contacts
- Implement the strategic plan tactics related to this committee's purpose

GOVERNANCE & NOMINATING

Purpose: Ensuring and enhancing the quality of the Board of Directors as a critical component to the organizational health and sustainability of Prima

Responsibilities

- Identify and nominate strong candidates for the Board
- Assess Board performance and propose updates when appropriate
- Lead strategic planning
- Succession planning and care for the staff executive
- Create and execute organizational policies outside the purview of staff-level decisions
- Implement the strategic plan tactics related to this committee's purpose

FINANCE

Purpose: Ensure Prima's financial health and activate in order to implement and sustain its mission.

Responsibilities

- Present financial statements to the board
- Maintain accurate financial records
- Oversee budget and financial planning
- Ensure compliance with federal, state, and other requirements related to the organization's finances
- Implement the strategic plan tactics related to this committee's purpose

FACILITIES

Purpose: Oversee that the physical needs of Prima are met (construction, maintenance, and localities) for the organization to fulfill its mission.

Responsibilities

- Create plans to assist Prima in its occupied space(s)
- Provide guidance and support for physical expansion/evolution opportunities
- Assist in curating environments that support bold and beautiful experiences
- Implement the strategic plan tactics related to this committee's purpose