



2025 Committee Descriptions

COMMUNICATIONS COMMITTEE

The Communications Committee is responsible for creating clear, consistent communication to promote the agency's vision, mission and values in order to earn and maintain public respect and support and to keep stakeholders informed of the activities of the organization.

Committee Members include both Board and non-Board members. All committee work is done in partnership with and through the leadership and enabling of assigned staff.

PR/Marketing Committee responsibilities include:

1. Produce content for a monthly newsletter, to include agency highlights, a volunteer corner with information on specific needs, and a monthly individual or group volunteer spotlight.
2. Create annual content calendar to ensure important dates for giving and events are clearly communicated to donors and volunteers.
3. Develop and nurture long term relationships with donors, foundations, and the chamber of commerce as well as ethnic, religious and other service organizations through consistent public relations efforts.
4. Work closely with the Development Committee to ensure that development and PR/Marketing plans dovetail.



PROGRAMMING COMMITTEE

The Programming Committee of the Board of Directors helps the Board evaluate new and existing programs and oversees program expansion or development.

Committee Members may include both Board and non-Board members who are most familiar with the approaches and operations of Solidarity's programs. All committee work is done in partnership with and through the leadership and enabling of assigned staff.

The Programming Committee responsibilities include:

1. Develop an annual program calendar and work in concert with the Finance Committee to budget for implementation
2. Create an existing event overview, including timelines, volunteer needs and other pertinent information.
3. Oversee the organizations program development
 - Determine if it fits under the organization's mission
 - Evaluate its costs and effect on the organization's budget
4. Evaluate existing programs and their value (both financially and on mission) to the organization and make recommendations for continuance
5. Oversee and determine benefits of the expansion of current programs on the organization
6. Initiate and guide each programmatic post-evaluation
 - gather evaluations from internal and external stakeholders and clients
 - Present findings to the Board
7. Facilitate Board discussions about program priorities for the organization



DEVELOPMENT COMMITTEE

The Development Committee of the Board of Directors helps the Board carry out its due diligence function related to assuring fiscal health through philanthropy and fund development. Partners with staff to institutionalize the philanthropic process within the Board and its individual members, assuring a donor-centered organization.

Committee Members include both Board and non-Board members. All committee work is done in partnership with and through the leadership and enabling of assigned staff.

Development Committee responsibilities:

1. Devise and recommend philanthropy and fund development policies and recommend to the Board for action, including any limitation policies.
2. Help nurture a culture of philanthropy throughout the organization and assure that all donors of time and money are respected and honored.
3. Assure that the Board and individual Board members are adequately educated about the basic principles and best practices in fund development, including the design of a donor-centered organization.
4. Through the fund development planning process: establish the charitable contributions goals for the annual budget; devise the annual fund development plan for action by the Board; and recommend results and benchmarks for action by the Board.
5. Review results and evaluate return on investment (ROI) compared to plan. Identify trends and implications and engage the Board in strategic dialogue and decision-making regarding philanthropy and fund development.
6. Help the Board articulate the case for philanthropic support directed at specific audiences.
7. Establish task forces to carry out specific fund development activities. Monitor task force performance.
8. Provide personal follow-up to individual Board members to monitor their participation.