

Fort Worden PDA Governance Bodies

Governance Body	Members	Meeting Frequency	Charter/Objectives
FWPDA Board of Directors	FWPDA Board	1 time per month	<ul style="list-style-type: none"> - Review and approve strategy and policy issues - Own Culture, Mission, Vision - Build a model for Financial sustainability - Outreach actively to Partners and Community - Prioritize and align fundraising needs to strategy and business plan
FWPDA Executive Committee	Dave, Cindy, Scott, Gee, Norm	Thursday before Board Meeting + as needed	<ul style="list-style-type: none"> - Detailed monitoring of organizational dashboard information - Develop Board agenda/work priorities - Build recommendations for review and approval of the full Board - Steward special projects as requested by the full Board
Management Team	Dave, Jamie, Jill, Maureen	Daily	<ul style="list-style-type: none"> - Day-to-day review of business priorities, staffing and needs - Collective problem solving/planning - Manage the business realtime
		Weekly	<ul style="list-style-type: none"> - Break down silos and drive integration - Identify opportunities to pursue and identify staff leads - Facilitate strategic execution and standardize procedures - Conduct staff training and facilitate teamwork - Resolve conflicts in a structured way
PDA Staff	All PDA Staff	Weekly	<ul style="list-style-type: none"> - Review business updates and provide overview of upcoming book of business - Facilitate joint problem solving across the staff/teambuilding exercise
Marketing Committee	Dave, Maureen, Tricia, Megan	Weekly	<ul style="list-style-type: none"> - Implement the Strategic Marketing Plan – Discover Pass sales, advertising, development of collateral materials
Operations Team	Dave, Jamie, Brian, Russ, Partner Rep	Bi-weekly	<ul style="list-style-type: none"> - Review work orders and set maintenance priorities btwn Parks & PDA staff - Develop annual maintenance plan - Develop capital projects list
FW Partners meeting	Partners, State Parks, PDA	Monthly	<ul style="list-style-type: none"> - Discuss and plan joint marketing and progressing - Address other issues of mutual interest and concern
FW Advisory Committee	FWAC, PDA rep, State Parks	Monthly	<ul style="list-style-type: none"> - Meet monthly to share information to community leaders and key stakeholders about issues affecting Fort Worden as a whole