

## **Sister Cities Commission and Foundation Roles and Responsibilities**

**8/14/24**

Municipal Code: There is hereby created a Naperville Sister Cities Commission for the purpose of creating greater understanding and of fostering a lasting friendship between the people of Naperville and its sister cities, Nitra, Slovakia, Pátzcuaro, México, and Cancun, México. The Sister Cities Commission may also carry out other activities as directed by City Council.

### **Sister Cities Commission**

- Serve as main point of contact with the Sister Cities Nitra, Cancun and Patzcuaro
- Create opportunities for education, arts, and business partnership and exchanges with Nitra, Cancun, and Patzcuaro
- Create opportunities with local agencies and organizations to promote and educate the community about the Sister Cities program and relationships. (Chamber of Commerce, schools and school districts, churches, arts organizations, etc.)
- As a city commission, any formal communications (press releases, etc.) or social media on behalf of the commission is the responsibility of the City.
- The commission will follow all city purchasing policies and procedures when using city funds.
- In accordance with the Sister Cities Foundation bylaws, two commission members shall serve as liaisons to the Sister Cities Foundation.
- No more than two commission members shall participate in the planning of an event hosted by the Foundation.
- All commission members may volunteer at a Foundation event.
- The Sister Cities Commission is subject to and must comply with the Open Meetings Act, no more than two commission members may gather to discuss Sister Cities Commission business outside of a public meeting.

### **Sister Cities Foundation (501(c)3 not-for-profit**

- May be a member of Sister Cities International. Partners with the Commission on establishing local contacts in Nitra, Cancun, and Patzcuaro.
- Serve as the fundraising entity to support furthering the mission of the Sister Cities Commission and Foundation.
- As a 501(c) 3 the Foundation may apply for and receive SECA funds.
- Coordinate and host events such as the Hispanic Festival and Light the Way.

- Coordinate with local businesses and organizations to promote and educate the community about the Foundation, funding and business opportunities, and Sister Cities program relationships.
- Communicate and market events of the Foundation.
- Communicate with the Commission on funding and other needs.
- Provide long-term sustainable support for the Naperville Sister Cities programs and mission.
- The Foundation may publicize local, state and national Sister Cities programs encouraging organizations and residents to engage and participate.