

Roles & Responsibilities

Sister City Foundation Liaisons (Commission Chair + 1 Commissioner)

1. Serve as the channel for all communications between the Commission and the Foundation.
2. Coordinate to ensure the Commission presents a unified voice to the Foundation board.
3. Formally discuss the Commission's project plans with the Foundation to secure their support. Work between the Commission and Foundation to ensure questions and concerns are resolved.
4. Request and secure specific resources from the Foundation, including both financial resources and manpower.
5. Attend Foundation meetings to share updates from the commission.
6. Communicate Foundation initiatives back to the Commission, including any specific requests of the Commission members.

Education (2 Commissioners)

1. Market the value of Sister City programs with local educators and library teams.
2. Reach out to local Naperville school administrators and teachers to present educational opportunities with our Sister Cities including potential virtual and student exchanges.
3. Coordinate with North Central College on potential Sister Cities opportunities.
4. Coordinate directly with the Naperville Public Library staff to propose Sister Cities displays and activities.
5. Act as the designated point person from the Commission to educators and library contacts.

Art & Culture (2 Commissioners)

1. Share the value of Sister City programs with local art groups and organizations.
2. Work directly with local art teachers and art groups to develop programs to promote Sister Cities opportunities.
3. Design and physically refresh the content inside the Municipal Center and train station Sister Cities display cases.
4. Support the local Sister Cities International Art competition
5. Gather photos and success stories from the programs to share with the full Commission, the Foundation, and the community.

Business & Economy (2 Commissioners)

1. Connect with local businesses on potential Sister Cities opportunities.

2. Reach out to the Naperville Chamber of Commerce and the Naperville Development Partnership (NDP) to introduce the Sister City mission and identify partnership opportunities.
3. Consider virtual networking events where Naperville business owners can meet with business owners in Sister Cities.
4. Act as the introductory link between a Naperville business and a counterpart in Nitra, Cancun, or Patzcuaro, helping them establish a direct line of communication.
5. Gather testimonials and success stories from local businesses that benefited from sister city connections, and share them with the full Commission to promote the economic value of the sister city relationship.

Cancun, Nitra and Patzcuaro liaisons (1 Commissioner for each City)

1. Establish and strengthen connections within the Nitra, Cancun and Patzcuaro governments and/or established Sister City organizations.
2. Serve as the main point of contact between the Commission and the Sister City.
3. Understand the priorities and interest of each city in strengthening Sister Cities relationships with Naperville.
4. Share these connections with the Commission and Foundation and facilitate communication to support education, arts/culture and business initiatives.

Sister City Research (1 Commissioner)

1. Research Sister Cities best practices and programs through Illinois Sister Cities and Sister Cities International.
2. Connect with other Illinois Sister Cities organizations to understand challenges and opportunities.
3. Share findings and recommendations for improvement with the Sister Cities Commission.