

## Arts and Culture Advisory Commission: Liaison Overview

Commission liaisons are informational assignments that serve as a way for arts organizations to have a direct relationship with a designated Commissioner.

Cultural Organizations Program (COP) organizations and OCA venues (e.g., Cultural Centers) are assigned liaisons by the Commission Chair.

### **Key responsibilities for all Commissioners:**

- Meet with the organization's Executive Director/CEO to have an introductory meeting – learn about what the organization does, their upcoming plans, who the right organizational contacts are to answer questions, and any opportunities/challenges related to OCA.
- Sign up to follow/receive marketing from the organization about their activities (email, social media, etc.)
- Attend the arts experiences offered by the organization and champion their efforts
- Fill out periodic liaison reports (see attached example) to inform other Commissioners and OCA of key items
- Serve as the “single point of contact” for fellow Commissioners with any questions about that organization (in addition to the OCA staff, who are also available to answer questions)  
NOTE: Individual liaisons are not an extension of OCA staff and cannot speak on behalf of the Commission, the OCA, or the City. Processes/guidelines change from year to year, so please always refer the organization's questions to OCA professional staff.
- Act as a Cultural Plan resource and champion – to be a thought partner on what innovations organizations can make that are aligned with their mission to help Dallas arts and culture be more vibrant and equitable

### **Other potential responsibilities (as needed or as individual Commissioner interest allows):**

- Serve as a communication partner for OCA and the organization as issues arise (e.g., contract compliance and/or funding)
- Encourage and help market organization initiatives
- Share out OCA initiatives and other partner information (e.g., Moody Fund applications, Mayor's Intern Fellows Program, TACA grant deadlines, etc.)

### **Complimentary ticket information:**

As a courtesy, many cultural organizations choose to make available complimentary tickets to Commission members. In general, Commissioners should request no more than two complimentary tickets per program for their personal use (i.e., tickets are not transferable). Please be mindful not to pressure organizations into providing tickets if they are unable to offer them for that particular program.

NOTE: The City's gift policy requires you to report, on an annual basis, any complimentary tickets received. Commissioners should consult the City's gift policy for Board and Commission members for specific rules and regulations adopted by City Council, which is available online at

<http://citysecretary2.dallascityhall.com/pdf/GiftPolicy.pdf>



**ARTS AND CULTURE ADVISORY COMMISSION  
COMMISSIONER LIAISON REPORT**

COMMISSIONER \_\_\_\_\_

CULTURAL ORGANIZATION \_\_\_\_\_

DATE \_\_\_\_\_

**Key Upcoming Events**

**Organizational or Financial Information or News**

**Additional News or Items of Interest**