



Sonoma Sister Cities Association (SSCA)

promoting peace through mutual respect, understanding and cooperation –
one individual, one community at a time

China, Penglai • Egypt, Aswan • France, Chambolle-Musigny • Hungary, Tokaj • Italy, Greve in Chianti • Mexico, Patzcuaro • Ukraine, Kaniv

SONOMA SISTER CITIES - CITY COMMITTEE CHAIR

You will be appointed by the SSCA Board to serve as the Committee Chair for a two-year term and, after that, you will be elected by the members of the Sister City Committee for a succeeding term, and you may serve multiple terms if the Committee desires.

Position

- Develop and implement programs to promote the objectives of SSCA
- Manage Committee funds for proper accounting to the SSCA Treasurer and Board
- Develop and grow the Committee membership base
- Promote Committee activities
- Educate the community about the Sonoma Sister City relationship
- Work collaboratively with members of the Board, other Committee Chairs and constituencies on a variety of activities to build external relationships and support

Duties and Responsibilities

- Create awareness, acceptance and understanding of SSCA and its sister city through community outreach, printed materials and local media
- Create and publicize committee programs and oversee events to attract and increase membership
- Plan and develop fundraising events and maintain financial accounting, submitting reports to SSCA Treasurer
- Handle protocol for international visitors, and arrange for all events for sister city visitors (tours, cultural outings, home-stays, receptions, meetings, etc.)
- Hold and conduct Committee meetings at least six (6) times per year
- Attend SSCA Board meetings and present written reports of Committee activities in advance of each regular meeting
- Work in partnership with Director of Communications and Public Relations to implement comprehensive marketing and public relations strategy
- Create and implement exchanges and projects between Sonoma and its sister cities