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# LGBTQ Liaison to the City Executive

## Why an LGBTQ Liaison to the City Executive matters:

An LGBTQ liaison to the City Executive, either the Mayor or City Manager's office, is responsible for looking at city policies and services through an LGBTQ lens and speaking up when a policy or service might exclude LGBTQ people. This position is also known to be a friendly ear to constituents who want to bring LGBTQ-related issues to the city government but are fearful they might be dismissed or misunderstood.

## Standards for Credit:

LGBTQ Liaison to City Executive (5 points) - To earn credit in this category, the city must have an officially designated liaison to the LGBTQ community who reports to the city executive *and* whose designation as LGBTQ liaison and contact information is posted on the city website. An LGBTQ liaison serves as an accessible and friendly ear to the city's LGBTQ community and elevates LGBTQ-related concerns to the city executive and other city officials. LGBTQ persons who work in the city executive's office do not qualify for credit in this category unless they serve as the official LGBTQ liaison and meet the above criteria. This role may be assigned to existing city staff. Additionally, the LGBTQ liaison to the city executive cannot double for credit as an LGBTQ police liaison (which is rated in Part IV), given the unique function of each of these divisions of city government.

- **Required Documentation:** A link to the city website displaying the LGBTQ liaison's title and contact information.

## Job duties for an LGBTQ Liaison to the City Executive could include, but are not limited to:

- Assisting, advising, and consulting with the mayor, city manager, city council and other city officials on LGBTQ issues;
- Providing training or organizing a training with an expert for city employees on LGBTQ topics, including creating an inclusive workplace for LGBTQ employees, etc.;
- Developing and implementing strategies to address the needs of vulnerable groups within the LGBTQ community (youth, people experiencing homelessness, older adults, people living with HIV or AIDS, transgender, non-binary, or bisexual persons, people of color, etc.);
- Meeting with business owners, community groups, and individuals of the LGBTQ community to identify unique needs and solicit feedback on relevant laws, policies, and services;
- Serving as a representative of the city government at LGBTQ community events;
- Identifying and attending trainings and/or conferences related to LGBTQ issues;
- Implementing a city government recruitment program that actively advertises to the LGBTQ community; and
- Developing and maintaining an open, trusting relationship between the LGBTQ community and city officials, including the mayor, city manager, and city council.