



Any Given Child-Tulsa Governance Structure Revised, January 2015

Governance Structure for Any Given Child – Tulsa Summary

Any Given Child-Tulsa is a program in partnership with the John F. Kennedy Center for the Performing Arts in Washington D.C. The goal of the national Any Given Child initiative is to help communities develop sustainable, long-range plans to deliver equity and access in arts education. Partnering with the Kennedy Center are Tulsa Public Schools (TPS), the Arts and Humanities Council of Tulsa (AHCT), the city of Tulsa and local arts organizations. Because Any Given Child is a community-based, collective-impact initiative, it does not *belong* to any single organization. Rather, it is collaboratively overseen by a Lead Partner Organization (currently AHCT) and a group of stakeholders who are directly involved with Any Given Child-Tulsa across the community. This group of stakeholders is called the Community Arts Team Implementation Committee (CAT).

To provide fiscal stability and sustainability to Any Given Child-Tulsa, a partner organization serves as the Lead Partner Organization for Any Given Child-Tulsa. The unique role of the Lead Partner Organization is to assume fiduciary responsibility for the general operating expenses of the program while working collaboratively with the CAT to provide oversight for Any Given Child-Tulsa. The Lead Partner Organization also houses paid program staff and the annual AGC-T general operating budget.

Day-to-day operations of AGC-T are supported by two working committees: The AGC-T Program Committee and the AGC-T Communications Committee.

The Tulsa Community Arts Team (CAT)

The Tulsa Community Arts Team (CAT) is the community-wide committee that is responsible for the leadership of AGC-T in collaboration with the Lead Partner Organization. This committee is comprised of the following members:

- The Director of Any Given Child-Tulsa,
- The Executive Director of the Lead Partner Organization,
- The Board President from the Lead Partner Organization,
- A representative from the City of Tulsa,
- One representative from each partner arts organization (so all partner arts organizations are represented equally),
- TPS Superintendent of Schools,
- TPS Chief Academic Officer,
- TPS Superintendent's Designee for Any Given Child-Tulsa,
- TPS Board of Directors Member,
- TPS Fine Arts Coordinator,
- TPS Curriculum staff member,
- TPS Communications staff member, and
- A representative from the Tulsa Philanthropic Community
- Two ex-officio Members from the AHCT Board of Directors

When a specific title is not designated, partner organizations may choose who they wish to represent their organization as a member of the CAT (typically an education staff member who works directly with AGC-T or, in some cases, the organization Executive Director). This committee shall at no point exceed 25 members.



The CAT is tasked with collaborative leadership of Any Given Child-Tulsa. The CAT has one annual working meeting per year in August. CAT meetings are lead by the AGC-T Director or, periodically, a Kennedy Center Staff Member, with assistance from Working Committee Chairs and other CAT members, as appropriate. The AGC-T Director will send pertinent updates related to AGC-T to the CAT throughout the year as appropriate.

If a CAT member has a specific item he/she would like to add to the annual working meeting agenda for discussion, he or she should contact the AGC-T Director via email at least two weeks prior to the scheduled meeting. Additional CAT meetings may be called throughout the year if the need arises based on issues related to the roles and responsibilities of the CAT.

CAT Roles and Responsibilities

The CAT shall offer oversight of AGC-T, at a strategic level, to support the program's mission. The CAT shall:

- Develop annual action steps under each of the three AGC-T strategic goals;
- Review and discuss any significant program expansion;
- Review and discuss any significant changes in current program components;
- Annually review program data and outcomes;
- Annually review and approve AGC-T general operating budget;
- Review overarching strategic goals every 5 years.

CAT Decisions are made by majority vote. A quorum of one more than ½ of CAT members must be present for any vote to be official. **Current CAT Membership is 25. 13 members must be present to constitute a quorum.*

2015-16 CAT Members

Director, Any Given Child-Tulsa
Lead Partner Organization Executive Director
City of Tulsa Representative
TPS Superintendent
TPS Chief Academic Officer
TPS Principal's Designee for Any Given Child-Tulsa
TPS Communications Representative
TPS Fine Arts Coordinator
TPS Curriculum Designee for Any Given Child-Tulsa
TPS Board of Directors Member
Lead Partner Organization Board President
Philbrook Museum Representative
Tulsa Ballet Representative
Tulsa Library Representative
Tulsa PAC Trust Representative
Gilcrease Museum Representative
Tulsa Opera Representative
Choregus Productions Representative
Chamber Music Tulsa Representative
AHTA Tulsa Representative
108 Contemporary Representative



Living Arts Representative

Sherwin Miller Museum Representative

Tulsa Symphony Orchestra Representative

Representative from local Philanthropic Community

Two ex-officio members from the Lead Partner Organization Board of Directors

Lead Partner Organization:

The Primary Role of the Lead Partner Organization for Any Given Child-Tulsa is to provide a financially stable environment for Any Given Child-Tulsa, while working collaboratively with the CAT to oversee the initiative. Because the Lead Partner Organization assumes the role of fiduciary responsibility for the Any Given Child-Tulsa general operating budget, the Lead Partner Organization holds multiple seats on the CAT: The Lead Partner Organization Executive Director, an education staff member and a Lead Partner Organization Board of Directors Member (Typically, Board President).

The Lead Partner Organization for Any Given Child-Tulsa offers a physical office space for paid program staff and assumes fiduciary responsibility for the general operating expenses of Any Given Child-Tulsa. Fund raising efforts for the Any Given Child-Tulsa general operating budget are led by the Lead Partner Organization's Development Staff with support from the AGC-T Director and the Lead Partner Organization Board of Directors; with a fundraising sub-committee focused on AGC-T fund development. General operating expenses include: salaries/benefits of paid staff member(s), access for staff member(s) to an office, computer, telephone, copier, email, and general office supplies, AGC-T student transportation expenses, AGC-T marketing expenses, AGC-T evaluation expenses, national and local art organization membership dues for paid staff member(s), annual Rotary club dues for AGC-T Director, and travel/conference/presentation fees for paid staff member(s). At minimum, the Lead Partner organization agrees to maintain one full-time paid staff member, The Director of Any Given Child-Tulsa.

The AGC-T annual budget is developed by the Any Given Child-Tulsa Director and is approved annually by the Community Arts Team. The AGC-T budget is held and managed by the Lead Partner Organization, separately from The Lead Partner Organization's general budget. As an employee of the Lead Partner Organization, the AGC-T director should report to the Executive Director of the Lead Partner Organization; who is responsible for completing the annual Performance Evaluation of the AGC-T Director, with input from CAT members when appropriate.

Partner Organizations are responsible for funding all aspects of the program that they provide in partnership with AGC-T to maintain the collaborative funding structure of Any Given Child-Tulsa. It is also the expectation that, as the partner school district, TPS provide annual funding to support the initiative as well. Any Given Child sites should plan to maintain a shared fundraising model so that no single organization holds all program funds. An annual MOU between each partner organization and the Lead Partner Organization will be executed.

Current AGC-T Lead Partner Organization: Arts & Humanities Council of Tulsa



AGC-T Working Committees

Working Committees will support the work of AGC-T. Each working committee will have a chairperson who is a member of the CAT. The Program Committee will be chaired by a member of the TPS staff, who is able to facilitate effective logistical communication about AGC-T within the school district. In collaboration with AGC-T Director, working committees create their own calendars of activities to accomplish annual tasks that reflect the charges that are provided by the CAT. Efforts will be made to recruit working committee members from all areas of the city to ensure appropriate representation from the diverse communities served through AGC-T. Working committee members should be recruited from outside the CAT.

Committees meet monthly or on an as needed basis.

AGC-T Working Committees are structured to include:

- A Communications Committee
- A Program Committee

Communications Committee

Responsible for ensuring AGC-T visibility, maintaining local and regional public communications, and for developing and leading the implementation of an annual communications plan.

Charge: Support an annual communication plan that will increase visibility of AGC-T in the region, ensure effective communication with all stakeholders through the AGC-T website and social media, develop and distribute AGC-T publications to inform the public about the initiative.

Members: This committee will include members who have experience in such areas as marketing, public relations, social media and media relations, and other members as appropriate.

Current Co-Chairs: Gary Percefull, TPS and Chris Payne, TPS

Program Committee

Responsible for guiding the development of educational programming policies and procedures as well as recommending the focus of professional development for school and arts community personnel, and assisting in implementation and problem solving for AGC-T Implementation.

Charge: Provide logistical support for Kennedy Center and other professional development activities to strengthen capacity of community arts education network, ability of classroom teachers to integrate arts into teaching, ability of schools to maximize the use of community arts resources, and other topics as they emerge.

Members: TPS Superintendent's Designee, TPS Curriculum Staff Member(s), TPS Teachers, Arts Organization Representatives, and other members as appropriate.

Current Chair: Jean Swanson, TPS

Any Given Child-Tulsa Organizational Chart

Community Arts Team (CAT) in collaboration with
Lead Partner Organization Executive Director

AGC-T Director

AGC-T Program
Committee

AGC-T Communications
Committee