

## **Museum Management Team**

shall consist of 5 members:

1. Town Councillor (chair)
2. Volunteer (nominated and voted in by the volunteer group)
3. Volunteer (nominated and voted in by the volunteer group)
4. Museum Coordinator
5. Museum Mentor

## **Terms of Reference**

- It is recognised that the MMT are the holders of expertise in the museum sector, and that they provide the leadership of the museum including to draft, develop and review the Mission for the museum jointly with the Committee.
- The MMT's role is to abide by, and achieve the renewal of national museum standards as set out in Arts Council England (ACE) Museum Accreditation Scheme.
- The MMT develop Accreditation plans following best practice and ACE standards, and following advice given by their Museum Mentor and Museum Development Officer.
- The MMT's role is to implement these policies and plans, and regularly report to the C&E on progress every 2 months.
- The MMT's role includes the financial management of the museum and developing fundraising strategies in agreement with C&E
- MMT are responsible for developing the Forward Plan that sets out programming priorities, and for delivering the programme. Should the programme deviate from the Forward Plan, then the MMT will only do so with agreement from C&E.
- Any papers that MMT produce for C&E are circulated with the agenda papers at least 5 days in advance, and with an appropriate time frame for review. Reports will be structured against the objectives as set out in the Forward Plan.
- There will be quarterly opportunities for informal meetings and discussion between C&E and the MMT.

Adopted at Full Town Council meeting 24 January 2017

The Management Team will meet no less than every other month prior to the C& E committee

There must be 5 members of the group present (or their nominated representative) to vote or agree on proposals

The business of any meeting will be minuted and reported to C&E for ratification.

Term of office for the two core volunteers will be 12 months. Fresh nominations or expressions of interest will be invited each year or when a volunteer withdraws or leaves the museum volunteer group.

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