

Liskeard and District Museum and Liskeard Town Council

Mission - *To collect, conserve and document objects and material which will bring to life the past, social history and heritage of Liskeard and the surrounding area reaching out to the community and visitors of all ages.*

Draft **Terms of Reference** for the future success and governance of the museum:

Museum Management Team (MMT)

- 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.

C&E Committee (C&E)

- C&E members act as advocates for the museum.
- It is recognised that C&E are jointly responsible with MMT for the long-term overview of the museum, ensuring it aligns with Town Council priorities and national standards, and that they develop and approve the Mission for the museum with MMT.
- C&E are responsible for agreeing the policies and plans developed for the museum in achieving Museum Accreditation.

- C&E are responsible for ensuring that the MMT have access to best practice and development opportunities that maintains MMT expertise in museum practice.
- C&E oversee the progress of the Accreditation plans including the Forward Plan through regular reports from the MMT.
- C&E ensure that MMT follow legal and financial obligations and effective financial planning takes place. The Committee oversee spending against budget through regular reports from the MMT and can authorise variances.
- C&E assist with fundraising and contacts.
- C&E commit to the objectives as set out in the Forward Plan, and allow the MMT to manage its delivery. The Forward Plan is a document required for accreditation and the Arts Council Governing Body leads the Standard of Requirement.
- That any papers for C&E are reviewed in advance of committee meetings to ensure maximum meeting efficiency and understanding between the museum and C&E.
- The Town Council are to make the MMT aware of all Council Policies, amendments and materials that impact the museum and its activities.