

Terms of Reference Museum Evaluation Program Working Group

<p>Purpose:</p>	<p>To provide vision, expertise, and guidance to ANSM on the Museum Evaluation Program (MEP).</p>
<p>Roles & Responsibilities:</p>	<p>The Working Group shall:</p> <ol style="list-style-type: none"> 1. Review and revise evaluation questions and scoring 2. Review and refine the Documentation Review process 3. Oversee the annual evaluator application selection process 4. Review and refine the Site Evaluation process 5. Oversee Evaluation appeals in accordance with the Appeals Process 6. Review Accreditation Panel decisions and reports 7. Provide input on the overall participant experience, at all levels and stages, within the scope of the program <p>Working group members will be expected to:</p> <ol style="list-style-type: none"> 1. Participate in an orientation session with ANSM staff upon joining the Working Group. 2. Actively, thoughtfully and constructively contribute to meeting discussions and deliberations. 3. Think broadly about the needs and perspectives of stakeholders who are not represented in the planning process and ensure that a variety of perspectives is represented. 4. Make efficient, deliberative, fair and informed decisions that are in the best interests of participating organizations and the program. 5. Participate on special projects or sub-committees as needed, outside the confines of the meetings. 6. Demonstrate to other stakeholders an interest in the process and products of the Museum Evaluation Program. Reinforce the notion that evaluation activities are intended to be helpful to museum workers and other decision makers. 7. Make it clearly understood when attending other meetings or events during which the Museum Evaluation Program and/or Accreditation are being discussed, that they are not speaking on behalf of ANSM or the MEPWG. <p>As this is a working group members have expertise in different areas, members may be asked individually to assist on certain aspects of the work. Regional representatives may assist with</p>

Confidentiality:

communications between ANSM and participating organizations.

Working Group members will conduct themselves in an impartial, ethical, and professional manner. They will maintain strict confidentiality regarding Group discussions and meetings, as well as the specifics of museums' situations that emerge during the Evaluation process.

Membership:

The MEP Working Group shall consist of a minimum 9 members who have expertise related to one or more areas of the evaluation program. A minimum of one representative from the Department of Communities, Culture & Heritage (CCH) will provide government perspective. Group members may be part of other ANSM groups such as the Board of Directors.

The Working Group will include participants of MEP, representing a variety of museum types.

Individuals will be selected based on:

1. Knowledge of and experience with museum evaluations
2. Regional diversity
3. Size and operating structure of museum

In the event of voting, ANSM & CCH shall have one vote each, regardless of the number of representatives on the Working Group.

The Working Group shall appoint a chairperson and a secretary. The chair will be responsible to ensure meetings are organized and held in timely fashion, Group goals realized, appropriate membership and participation in the Group is maintained. The secretary shall prepare, maintain and circulate minutes of meetings and other supporting documents.

The Working Group may recruit specific expertise to advise it or address specific situations, as required. Any such individuals are not formal members of the Working Group and will not participate in final decision making.

Meetings:

The Working Group will meet 3-4 times per year depending on the program timeline. Meetings may be held in person, by teleconference, or virtually, and it is the responsibility of the chair to call and organize them. Members are expected to:

1. Act collectively as a group and not in the interests of a specific region, board or organization.
2. Adhere to all ANSM policies and practices including

Commitment:	<p>confidentiality and privacy.</p> <ol style="list-style-type: none"> 3. Listen to the opinions of colleagues with an open mind. 4. Respect decisions made by majority vote. <p>Members serve for a term of 2 years and may serve up to 2 consecutive terms and should expect 1-3hrs/month of work.</p> <p>To ensure continuity the expiry of terms is staggered so that no more than 66% of the members leave in the same year.</p>
Formal Reporting:	<p>The Working Group liaises with the ANSM Executive Director who reports to the Board and membership through regular meetings and communications about the progress of its activities.</p> <p>The Executive Director acts as a fulcrum ensuring that all ANSM projects and initiatives, often inter-related, are carefully aligned and in accordance with the organization’s strategic plan.</p>
Review & Evaluation:	<p>The Terms of Reference shall be reviewed every two years and updated as required.</p>
Endorsed by:	<p>Anita Price, ANSM Executive Director</p>
Date:	<p>November 1, 2019</p>