



**Terms of Reference
TRACK Program
Accreditation Panel**

Purpose:	To conduct professional, impartial reviews of Accreditation applications and determine the appropriate associated status.
Roles & Responsibilities:	<p>The Accreditation Panel shall:</p> <ol style="list-style-type: none"> 1. Review applications for Accreditation 2. Render decisions on the accredited status of museums 3. Provide reports to the TRACK Program’s working group and ANSM Board of Directors 4. Review and address Accreditation appeals in accordance with the Appeals Process 5. Review a museum’s accredited status in the event of a breach in eligibility 6. Provide feedback to the TRACK Program’s working group on the Accreditation process <p>Panel members will be expected to:</p> <ol style="list-style-type: none"> 1. Participate in an orientation session with ANSM staff upon joining the Panel. 2. Actively, thoughtfully and constructively contribute to meeting discussions and deliberations. 3. Make efficient, deliberative, fair and informed decisions that are in the best interests of participating organizations and the program. 4. Review, consider and respond to Accreditation appeals in a timely manner. 5. Demonstrate to other stakeholders an interest in the TRACK Program, Accreditation, and the associated processes and results. 6. Make it clearly understood when attending other meetings or events during which the TRACK Program and/or Accreditation are being discussed, that they are not speaking on behalf of ANSM, the TRACK Program’s working group, or the Accreditation Panel. <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 communications between ANSM and participating organizations.</p>
Confidentiality:	Panel members will conduct themselves in an impartial, ethical, and

	<p>professional manner. They will maintain strict confidentiality regarding Panel discussions and meetings, as well as the specifics of museums' situations that emerge during the Accreditation process.</p>
Conflict of Interest:	<p>Panel members must disclose any potential perceived or real conflicts of interest, including if/when their organization will be applying for Accreditation.</p>
Membership:	<p>The Accreditation Panel shall be a sub-group of the TRACK Program's Working Group. It will consist of 5 members, selected and appointed by the working group from within its membership and based on the list of museums being evaluated in a given year, ensuring that no conflicts of interest exist (real or perceived). The Panel shall include two ANSM staff members and three peer representatives. There must be a minimum of one museum representative and one evaluator representative.</p> <p>Individuals will be selected based on:</p> <ol style="list-style-type: none"> 1. Knowledge of and experience with museum assessments 2. Broad-based experience with museums 3. Regional diversity 4. Size and operating structure of museum <p>The Accreditation Panel shall self-appoint a chairperson and a secretary. The chair will be responsible to ensure meetings are organized and held in timely fashion, goals realized, appropriate membership and participation in the committee is maintained. The secretary shall prepare, maintain and circulate minutes of meetings and other supporting documents.</p>
Meetings:	<p>The Accreditation Panel will meet 2-3 times per year. One meeting will take place in person, while the others will be virtual. It is the responsibility of the chair to call and organize them. Members are expected to:</p> <ol style="list-style-type: none"> 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 confidentiality and privacy. 3. Listen to the opinions of colleagues with an open mind. 4. Respect decisions made by majority vote.
Commitment:	<p>Members serve for a term of 1 year and should expect 10-15 hours of work in January/February, mostly consisting of reading time and a one-day meeting.</p>

	To ensure continuity the expiry of terms is staggered so that no more than 66% of the members leave in the same year.
Formal Reporting:	<p>The Accreditation Panel will submit a report of its decisions to the TRACK Program's Working Group and to the ANSM Board of Directors. The Panel will liaise 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 ANSM's strategic plan.</p>
Review & Evaluation:	The Terms of Reference shall be reviewed every two years and updated as required.
Endorsed by:	Maggie MacIntyre, ANSM Executive Director
Date:	October 1, 2019