

Standards template - Financial Stability & Management

Financial Stability

To what extent is the museum's governing body ensuring the organization's financial stability?

Financial Management Practices include the following elements. Select one element of your practices that you would like feedback on, and leave any specific requests in the comments section.

- Budget Planning (process for developing and monitoring your annual operating budget)
- Strategic Financial Goals (short- and long-term goals from your Strategic Plan)
- Revenue Generating Activities (fundraising events, retail operations, rentals, food services, etc.)
- Roles & Responsibilities (job description(s) and/or Terms of Reference for committees/individuals responsible for financial tasks)
- Financial Records Management (policies/practices for maintaining, storing and accessing financial information)
- Financial Audit/Review Engagement (process for annual independent review of financial information)
- Surplus/Reserve Funds (plans for and management of surplus or reserve funds)
- Cash handling procedures (how cash is handled, tracked and secured)

Comments (Limit: 3000 characters):

Management

To what extent is the museum translating strategic goals and plans into action, and providing care and support for its human resources?

Human Resources Policies and Procedures include the following elements. Select one element of your policies and/or procedures that you would like feedback on, and leave any specific requests in the comments section.

- Recruitment and fair hiring (including equity, diversity, inclusion and accessibility goals)
- Contracts for all staff (including hours of work, compensation, benefits, intellectual property, vacation and leave, etc.) - **submit template only**
- Code of Conduct (including conflict of interest)
- Job descriptions for staff and key volunteer positions
- Work plan documents (including professional development)
- Health, Safety and Security (discrimination, harassment, grievances, injury on duty, right to refuse, security procedures, work alone procedures, accommodations for accessibility, public health, states of emergency, criminal record and/or vulnerable sector checks, secure file storage, etc.)
- Training and professional development
- Probation and performance management (staff and volunteers)
- Succession planning
- Dismissal and exit interviews (staff and volunteers) - **submit template only**

Comments (Limit: 3000 characters):