

## Museum Management Working Group

### **Draft Terms of Reference 2013**

taken from 2009 revised Management Agreement

The Museum Management Working Group (MMWG) shall act in an executive role as the focus for practical collaboration between Saffron Walden Museum Society Ltd (the Society) and Uttlesford District Council (the Council)

1. The Group shall comprise of the Cabinet Member with responsibility for the Museum Service and three further members and four directors of the Society.
2. The Museum Curator shall attend all meetings of the Group in an advisory capacity and in accordance with the requirements of the national Accreditation Scheme for museums or any replacement thereof.
3. Meetings shall normally be held in private and the Council shall meet the costs of all MMWG meetings and be responsible for the taking of minutes at such meetings.
4. The Group is to meet a minimum of four times in a year in order to:-
  - i. Receive a quarterly report from the Museum Curator about the Museum Service.
  - ii. Agree and recommend to the Council and the Society the provision of the Uttlesford Museum Service and the Museum Service strategic objectives and long term plans
  - iii. Discuss matters and make recommendations to the Council and the Society on matters relating to the management of the Museum Service where a decision needs to be taken or an action needs to be ratified by the Council or the Society including the purchase or disposal of objects and the loan of objects to other museums
  - iv. Act as the Museum's governing body for the purpose of the Accreditation scheme and implementation of appropriate codes of practice
  - v. Appoint from the Committee the Council's representative to attend at and report on any relevant meetings of other organisations as determined by the Group
  - vi. Invite representatives of other Uttlesford museums and public galleries to attend a meeting of the Group if necessary or appropriate to the matters under discussion
  - vii. Recommend to the Council hours of opening to the public and the admission charges to be levied on all users of the Museum having regard to promoting accessibility of the Museum and social inclusion and any requirements imposed on the Museum Service by other agencies.
  - viii. Where appropriate make recommendations to the Committee concerning alterations to the interior or exterior of the Museum building major projects capital developments and any other significant proposals affecting the Museum
  - ix. Generally promote and act as advocates for the Museum