**Museum Accreditation Mentor Agreement**

**template**

*Please adapt the template as you require*

This document establishes clear expectations about how the mentoring relationship will work in practice. This Agreement sets out an understanding between the museum and Accreditation Mentor. Both sides should read it carefully and raise any questions or concerns before confirming agreement. Any required amendments (for example changes in main contact at the museum or the Mentor’s availability) should be raised as soon as possible.

Arrangements for expenses should be discussed when the Accreditation Mentor has their first expectation-setting meeting with the museum.

Please note: this is not legally binding or an employment contract.

|  |  |
| --- | --- |
| Mentor name: |    |
| Mentored museum: |    |
| Mentored museum Accreditation number: |  |
| Contact details of Mentor (email and phone): |  |
| Name, role and contact details (email and phone) of Mentor’s main contact in the museum: |  |
| Mentor’s preferred contact method for ad hoc requests (e.g. email, phone, SMS) |  |
| Times/days when Mentor is usually most easily available. |  |
| Date of initial meeting: |  |
| Date of agreement: |  |
| Expected duration of mentoring relationship: |  |

**About the museum**

| Statement of purpose: |    |
| --- | --- |
| Size and type (refer to scalability indicators e.g. Type 1 Independent): |    |
| Current Accreditation status (Full, Provisional, working towards): |  |
| Date museum entered Accreditation scheme (if known) or last assessment: |  |

**About the mentor**

| Current museum professional role: |    |
| --- | --- |
| Areas of particular expertise as relevant to the Accreditation standard (e.g. audience engagement, conservation, emergency planning): |    |

**Roles in the mentoring relationship**

Mentoring relies on mutual trust and respect. It’s a collaborative process and requires commitment:

The museum will:

* Proactively involve the Accreditation Mentor, for example by inviting the mentor to sufficient governing body meetings and visits in a timely way to enable them to meet the requirements of their mentor role.
* Make contact in good time to arrange visits and meetings.
* Keep the Accreditation Mentor informed through providing minutes of governing body and other relevant meetings, sending newsletters and updates.
* Be open to receiving the Accreditation Mentor’s feedback and advice and acting on it.
* Take responsibility for preparing and submitting Accreditation returns.
* Seek to complete any actions between sessions that the museum has committed to.
* Take accountability for decisions and actions that the museum takes.
* Raise, and frankly discuss, any issues that relate to the museum’s Accreditation journey.
* Induct the Accreditation Mentor using the museum’s own arrangements for its volunteers/trustees.
* Ensure that the Accreditation Mentor is properly covered by the museum’s liability insurance policies.
* Pay any reasonable, agreed expenses incurred by the Accreditation Mentor in the course of their duties in a timely way.
* Respect the limitations on the time that the Accreditation Mentor can commit to the role, expected to total around four days per year.

The Accreditation Mentor will:

* Act in the museum’s best interests.
* Represent themself and their capabilities to the museum with honesty and integrity.
* Balance support and challenge to create a productive environment for the museum to make progress, achieve and sustain the Accreditation standard.i
* Dedicate sufficient time to the role, expected to total around four days per year.
* Attend at least one meeting of the governing body per year.
* Visit the museum at least once each year, meeting members of the museum’s governing body and workforce.
* Provide a truthful and constructive Accreditation report on the museum when required by the Accreditation cycle.
* Deal responsibly with any confidential or sensitive information shared by the museum.
* Offer occasional ad hoc professional guidance related to the Accreditation Standard and process.
* Signpost to other sources of professional expertise, help and resources as needed to support the museum in meeting Accreditation requirements.
* Engage with the relevant assessing organisation and broker relationships with sector support bodies as is helpful to support the museum.
* Participate in relevant professional development to keep their skills and knowledge up to date.

Both parties will:

* Keep all appointments. Where cancellation is unavoidable, give reasonable notice and ensure prompt rescheduling.
* Thoughtfully prepare for each Accreditation Mentor meeting or visit.
* Reflect on and review the mentoring relationship, being open to give and receive feedback on what’s working and what’s not.
* Make best efforts to address any difficulties that arise in the relationship constructively.
* Raise any potential conflict of interest that may arise, for example through a change of role.
* Reach out to the relevant assessing organisation and sector support body if the mentoring relationship is coming to an end or in the case of insurmountable difficulties in the relationship.

 **I have read, understood and agree with the terms and conditions of this agreement:**

**Mentor**

|  |  |
| --- | --- |
| Signature: |  |
| Name: |   |
| Date: |   |

**Member of governing body on behalf of the museum**

|  |  |
| --- | --- |
| Signature: |  |
| Name and role: |   |
| Date: |   |