

## **MUSEUM LONDON**

### **BOARD POLICY**

#### ***BOARD DEVELOPMENT AND PRINCIPLES***

##### **Preamble**

The Board of Museum London is committed to the development of its members and ensuring that they and their meetings are as effective as possible. Board members are members of Museum London, a non-profit corporation and registered charity, and must adhere to the requirements as outlined in the Museum London Bylaw posted on the Museum website. Board members are encouraged to be active supporters of Museum London and its events.

##### **Policy**

##### **Recruitment of New Board Members**

The Board seeks out highly skilled and participative Board members and from members of the public as well as from a variety of backgrounds who can contribute significantly to the mission and future of Museum London.

To meet this objective the Board will:

- Periodically identify areas of expertise and skill sets necessary to ensure a dynamic and diverse Board team.
- Have a Nominations Committee that meets as required during the year to actively pursue potential Board members and from members of the public and report to the Board as required.
- Encourage Board members to submit the names of potential new Board members to the Nominations Committee.
- The Nominations Committee should consider advertising for new members.

##### **Orientation of New Board Members**

The Executive Director is responsible for ensuring that new Board members are provided with an effective orientation to Museum London. The orientation should occur prior to the individual's first Board meeting and include such things as:

- An overview of the vision, mission, strategic plan and operations of Museum London.
- A copy of the Board by-laws and applicable legislation.
- A copy of the Board policies.
- Information on the responsibilities and expectations of the Board of Directors.
- A list of Board committees and Museum organizational chart.
- Dates of Board meetings.
- Calendar of Museum London events.
- An opportunity to meet Museum London management and have a tour of Museum London.

### **Attendance at Board Meetings**

Board members are expected to make every effort to attend Board meetings to ensure that they are informed, involved and committed to Museum London. Board members are expected to attend a minimum of eight of the ten regular meetings held throughout the calendar year.

It is the Board Chair's responsibility to review Board members' meeting attendance at least once a year. If the Board Chair believes that a Board member's absences have influenced or will influence the effectiveness of the Board member and/or the absences are expected to continue, the Board Chair with the Nominations Committee may ask that member to resign from the Board.

The Board does not permit a leave of absence.

### **Attendance at Museum London Events**

It is important that there is a Board presence at all Museum London events, such as exhibition openings and fund raising events. This is a demonstration to all stakeholders that the Board is committed to Museum London and its continued growth and sustainability as a cultural institution in London.

The goal is to have a minimum of two Board members attend each Museum London event and to have each Board member attend at least two events per year. A report at the Board meetings should provide a list of upcoming events.

The Board Chair is responsible for contacting Board members if they are not attending a reasonable number of Museum London events.

### **Role of Board Members in Fundraising**

Board members are expected to assist in Museum London's fund raising efforts. Board members are members of Museum London and are encouraged to make a financial contribution based on their ability to do so, recognizing that Board members also contribute in ways other than just financially.

The Board as a whole is responsible for a minimum of one significant fundraising event annually.

**Last Revised Date:** 30 August 2017

### ***MONITORING:***

#### **Adherence**

The Policy Committee will report to the Board on any areas of non-adherence within a timely manner.

#### **Policy Review**

*Method:* Internal Report

*Responsibility:* Policy Committee

*Minimum Frequency:* Three Years