

## **MUSEUM LONDON**

### **BOARD POLICY**

#### ***POLICY DEVELOPMENT, IMPLEMENTATION AND REVIEW***

##### **Preamble**

The creation, implementation and review of Museum London's Board policies are a primary responsibility of the Board. The policies are statements of commitment of the Board. They provide a framework for action in all major areas of Museum London's affairs.

The policies are based on Museum London's mandate, mission, vision, values and objectives.

The Executive Director is charged by the Board with the task of developing management and operational practices and procedures that are in compliance with the policies.

##### **Policy**

##### ***Definitions***

*Policy:* Is a statement made by the Board that establishes the goals and objectives Museum London wishes to pursue. Each policy has some or all of the following characteristics:

- Relates the issue to the mandate, mission, vision, values and objectives of the Museum.
- Establishes requirements regarding the development of management practices and procedures.
- Provides the basis for strategic planning, budgeting and resource allocation.

*Management Practice:* Is the accepted manner or means used to meet the ends established in the Board policy. The establishment of management practices is the responsibility of the Executive Director. They:

- Establish responsibility, authority and accountability.
- Clarify management priorities.
- Provide guidelines to govern decision-making.

##### ***Topics for Policy Development***

The Policy Committee is responsible for identifying topics for policy development at Museum London and recommends the topics and their priority to the Board.

The Policy Committee considers the following in identifying topics for policy development and their priority:

- Researches policies in place at other organizations to determine best practices.
- Reviews requests for new policies or policy amendments from the Museum London board.
- Identifies where policy development is required for funding purposes.

- Considers the unique requirements of Museum London.

### ***Policy Development Process***

Once the Board approves that a particular policy should be developed for Museum London, the process involves the following steps:

#### *Step One - Initial Research and Best Practices*

- The Policy Committee researches similar policies from other organizations.
- The Policy Committee consults with other Board committees and Museum staff as appropriate.

#### *Step Two- Development of an Initial Draft*

- The Policy Committee develops an initial draft.

#### *Step Three - Committee and Staff Review*

- The Policy Committee submits the draft to the appropriate Board committee and/or staff members for comments.

#### *Step Four - Final Draft*

- Based on the comments received, the Policy Committee develops a final draft.

#### *Step Five - Board Approval*

- The final draft is submitted for Board approval.

### ***Format***

- Policies will be clearly written in a standard format set by the Policy Committee.

### ***Implementation of Policies***

Once the Board approves a new policy, the implementation process is as follows:

- The approved policy is posted on the Museum London website.
- The Executive Director identifies, develops and implements management practices and procedures in compliance with the new policy.

### ***Policy Adherence***

The Board is responsible for ensuring that the procedures and practices of Museum London are carried out in accordance with the Museum London policies. The monitoring process should include the following:

- An annual statement from the Executive Director that to the best of his/her knowledge the procedures and practices of Museum London have been carried out in accordance with the existing Board approved policies. If this is not the case, the statement should identify any

variances from the policies and address next steps.

- Situations may arise where the Executive Director feels that extenuating circumstances should allow an exception to Board policy. All such considerations must be brought to the appropriate Board Committee for review and possible recommendation to the Board for approval.

### ***Policy Review***

The Policy Committee is responsible for ensuring that policies are kept up to date. Each policy must state a time period for review.

**Last Revised Date:** 25 April 2018

### **MONITORING:**

#### **Adherence**

The Executive Director 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