



MTA Templates for Museum Trustees

Templates for Museum Trustees are customizable tools designed to present board information so that it can be explored and understood from different perspectives and used to increase board effectiveness. Using familiar software, the Templates help boards create documents, spreadsheets, reports and presentations tailored to their own needs. The completed tools help boards organize their thoughts, identify their priorities, and plan their actions.

Each template has two components:

- The “User’s Guide” is geared to those who will facilitate the process and interpret the data – it includes helpful nuts-and-bolts suggestions for how and when to distribute materials, how to interpret the charts and graphs, and how to present the slide shows.
- “Working with the Templates” is designed for the staff liaison or board member who will enter the data – it provides basic instructions for opening files and inserting data as well as practical tips for using the software efficiently and customizing templates to fit each museum’s needs.

The Templates were developed using *Microsoft Office 2000*. They are also compatible with *Microsoft Office 97 & Office XP*.

Template 1: Building Museum Boards

Includes nine templates to help boards identify, recruit and orient new members while still keeping current members involved and engaged: Nominations Timeline; Individual Board Member Profile; Board Profile Summary; Board Life Cycle; Board Prospect List; Board Job Descriptions; Board Contract; First-Year Board Member Assessment; and an Orientation. *Building Museum Boards* also includes a list of other publications and organizations that can provide useful resources on board development.

Prices: \$50.00 for MTA Members / \$60.00 for AAM Members / \$75.00 for Non-members

Template 2: The Leadership Partnership

Includes four templates to help boards and directors engage in a mutual assessment with the goal of building stronger partnerships: Self-Assessment; Board Assessment; Director Assessment; and The Leadership Plan. *The Leadership Partnership* also includes a list of other publications and organizations that can provide useful resources on board and director assessment.

Prices: \$50.00 for MTA Members / \$60.00 for AAM Members / \$75.00 for Non-members

Template 3: Executive Transitions

Includes thirteen templates designed to help guide a board through the search for an executive director: Search Process Timeline; Search Budget; Search Committee Selection; Search Committee Commitment Letter; Institutional Assessment; Outcomes Document; Professional Skills and Personal Qualities; Job Description; Position Announcement; Candidate Assessment Initial Screening; Interview Outline; Reference Check; and Transition Calendar. *Executive Transitions* also includes suggested ground rules for effective meetings, suggested search committee retreat activities, and a list of publications, Web sites and other organizations that can provide further information on executive transitions.

Prices: \$90.00 for MTA Members / \$100.00 for AAM Members / \$115.00 for Non-members

Template 4: Strategic Thinking and Planning

Includes sixteen templates that help museum leaders build an effective strategic plan and regularly monitor progress toward strategic goals: Strategic Planning Timetable; Strategic Planning Team Letter; Strategic Planning Team Survey; Mission Statement Worksheet; Mission Statement Generator; Critical Issues Inventory; Information-Gathering Plan; SWOT Matrix; Strategic Priorities Matrix; Strategic Initiatives Worksheets; Performance Indicators Inventory; Strategic Dashboard Generator; Operating Plan Worksheets; Cost and Revenue Planning Worksheets; Operating Plan Report; and Strategic Plan Update. *Strategic Thinking and Planning* also includes a list of suggested publications that present further information on strategic planning.

Prices: \$90.00 for MTA Members / \$100.00 for AAM Members / \$115.00 for Non-members

*****NEW PACKAGE PRICING - ALL FOUR TEMPLATES*****
\$225 for MTA Members / \$250 for AAM Members / \$295 for Non-members

TEMPLATE ORDER FORM

	Qty	Price Each	Total
Template 1: <i>Building Museum Boards</i>	_____	_____	_____
Template 2: <i>The Leadership Partnership</i>	_____	_____	_____
Template 3: <i>Executive Transitions</i>	_____	_____	_____
Template 4: <i>Strategic Thinking & Planning</i>	_____	_____	_____
Package of all four Templates for Trustees	_____	_____	_____
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* *Shipping Charges = \$15.00 for orders of \$100 or less; \$20.00 for orders that exceed \$100.*

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For assistance or to place a credit card order by phone call:

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The Institute of Museum and Library Services, a Federal agency that fosters innovation, leadership, and a lifetime of learning, supports the Museum Trustee Association's Templates for Trustees series.