**Example Accreditation Mentor Agreement**

**This agreement is between the governing body of [insert museum name] and [insert name of mentor].**

|  |  |
| --- | --- |
| **Name of main museum contact:** |  |
| **Museum address:** |  |
| **Museum telephone number:** |  |
| **Email address:** |  |

|  |  |
| --- | --- |
| **Name of mentor:** |  |
| **Mentor telephone number:** |  |
| **Email address:** |  |
| **Preferred means of contact:***Delete as applicable* | *Phone / email* |
| **Contact hours:** |  |

**Accreditation status of the museum:**

|  |  |
| --- | --- |
| Date museum entered Accreditation Scheme: |  |
| Current status: *(Full, Provisional, working towards)* |  |
| Accreditation number |  |

**Museum**

|  |
| --- |
| *Overview of collection:* |

|  |
| --- |
| *The main services the museum provides are:* |

**Museum mentor**

|  |
| --- |
| *My background and experience is:* |

|  |
| --- |
| *My key skills are:* |

**The museum mentor will support the museum in achieving and maintaining the Accreditation standards. To do this, the mentor will:**

* + Complete an annual Accreditation review with the museum, looking at the forward plan and discussing the museum’s needs for the coming years
	+ Provide a report for the Accreditation application and returns, as applicable
	+ Visit the museum at least twice a year, of which one visit must be a meeting of the governing body
* Make contact details available and communicate with the museum
* Let the museum know if their availability changes
* Keep up to date with current professional standards
* Be an advocate for the museum
* Support the museum in accessing networks and engaging with the wider museum community
* Not advise outside their areas of expertise but direct the museum to other sources of advice

|  |
| --- |
| **Additional points:** |

**The Museum will:**

* Work within the Accreditation Standard
* Complete an annual Accreditation review with the mentor, looking at the forward plan and discussing the museum’s needs for the coming years
* Consult the mentor regularly and use their expertise
* Invite the mentor to Trustee meetings with due notice and allow them the opportunity to report
* Advise the mentor of any change in circumstances relating to Accreditation
* Allow the mentor access to all areas of the museums work
* Keep the mentor informed through
	+ Trustee minutes
	+ Other relevant committee minutes
	+ General mailings and information

|  |
| --- |
| **Additional points:** |

**Both the museum and the mentor will strive to develop a positive working relationship**

**Signed on behalf of governing body: ………………………………………………………………………………………….**

**Print name: ……………………………………………………………………………………………………………………………….**

**Signed (Accreditation Mentor): ………………………………………………………………………………………………….**

**Print name: ……………………………………………………………………………………………………………………………….**

**Date signed:**

**Date for review:**