



MUSEUMS
ASSOCIATION OF
SASKATCHEWAN

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MUSEUMS ASSOCIATION OF SASKATCHEWAN
NETWORKER HANDBOOK
Revised June 2018

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Introduction to the Network Program

Vision

The network program is vibrant and dynamic and has the active participation of all MAS members.

Role of the Network Program

The **primary** role of the Network program is to be a communications vehicle between:

1. MAS board and the Network members
2. MAS staff and the Network members
3. Between different Networks
4. Within each Network
5. Provide additional learning opportunities to MAS members

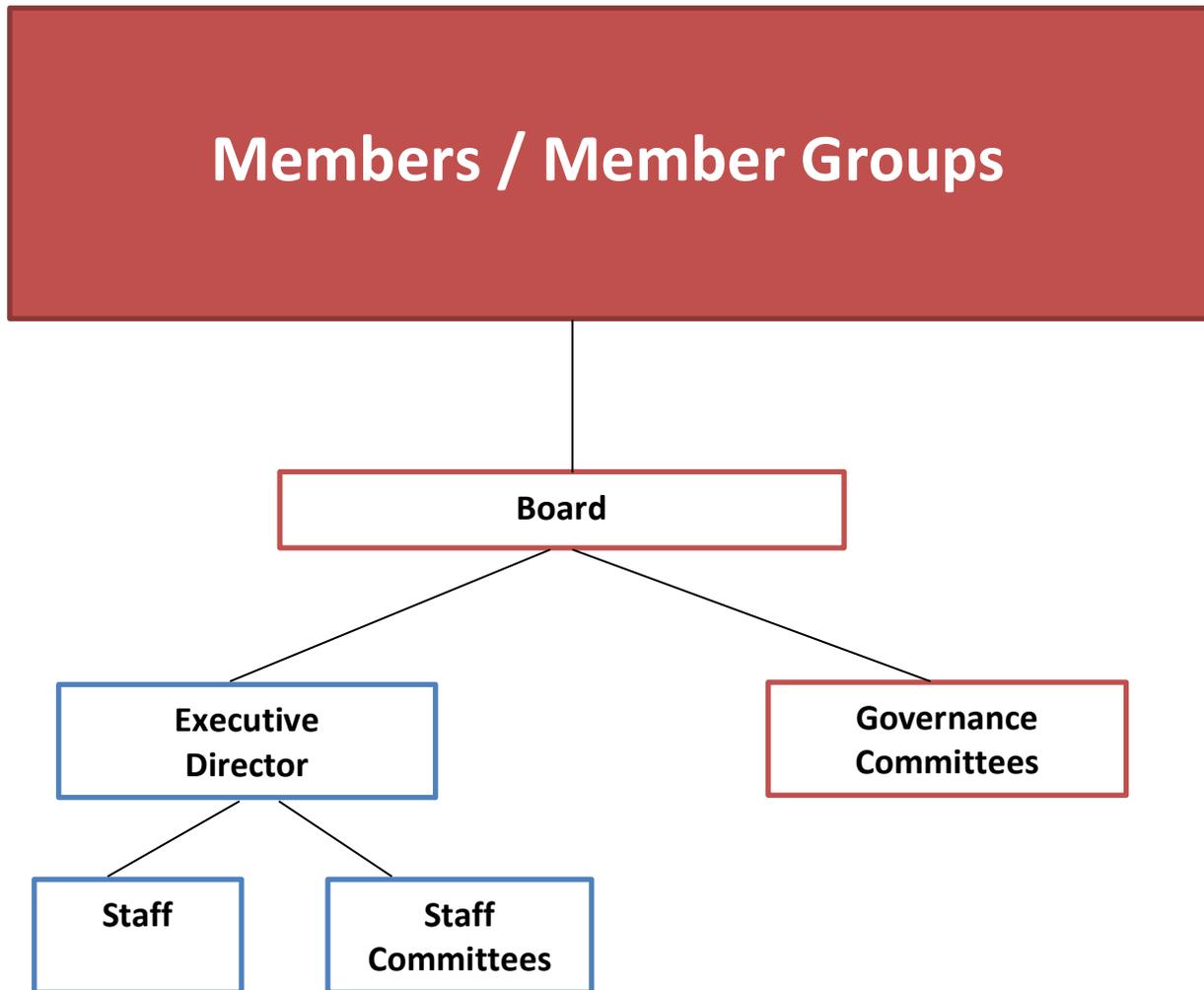
The **secondary** role for the Network program is to facilitate collective activities and projects that will benefit **all** members of the Network.

Networks provide opportunities for museum people to share information and ideas.

Each Network is unique; individual Networks establish their own agendas, goals, priorities, and meeting formats.

Each Network determines its own boundaries based on logical travel routes for the area.

Museums Association of Saskatchewan Organizational Chart



What is a Network?

A Network is a regionally defined group of MAS member museums.

A Network shall:

- Provide an opportunity for member museums to meet on a regular basis
 - Provide a forum for the discussion of relevant issues, concerns, and ideas
 - Advise MAS on issues relevant to the Network
 - Undertake joint activities which benefit all members of the Network
 - Promote awareness of the Network and its activities
-

Network Membership

Membership in a Network is open any MAS institutional members located within the Network's self-determined geographic area.

Individual MAS members representing private collections are eligible to participate in Network meetings and attend Network Knowledge Exchange sessions. However, these individuals are **not** eligible to become a Networker or to participate in MAS funded Network projects.

What makes an Active Network?

An active Network must:

- Have a Networker
 - Have a minimum of two meetings per year
 - Have a Network bank account
-

MAS Network Policy

The Networks are member groups within the Association. Each Network represents a self-determined geographic area. The purpose of a Network is to:

- Provide an opportunity for Network members to meet regularly
- Provide a forum for the discussion of relevant issues, concerns, and ideas
- Advise MAS on issues relevant to the Networks
- Provide an opportunity for partnerships and collaboration
- Access the Network Knowledge Exchange program (or other learning opportunities)

A Network may be formed when there is a desire expressed within an identifiable geographic area of the province.

The Networker will be responsible for coordinating the activity of the Network. Networks are encouraged to select a Co-Networker to assist and eventually succeed the Networker.

An inactive Network will be dissolved with any outstanding balance in the Network bank account returned to MAS.

All Networkers will meet with MAS at least once per year. These Networker meetings will take place in conjunction with the MAS conference in the spring when possible.

MAS will provide the following support to the Networks:

1. A MAS staff member will be the contact point for Networkers to MAS.
2. Each active Network is eligible to apply for an annual Network-operating grant of up to \$600.00 to offset:
 - Networkers and Co-Networkers administrative expenses (eg. telephone, postage, bank charges, photocopying)
 - Network meeting expenses (eg. room rental, lunch, mileage)

3. Expenses for travel, accommodation, and meals will be paid by MAS for Networkers to attend Networker meetings and the MAS conference (if the AGM is attended).

Networkers and Co-Networkers **must** be affiliated with Institutional members of the Museums Association of Saskatchewan.

Networker's Role

Networkers are co-ordinators. They encourage communication between museums within the Network and relay information to and from MAS about activities, issues, or concerns that affect the museums in their region.

- Networkers plan and chair meetings
- Oversee Network projects (or can delegate it out - suggested).
- Networkers maintain communications links with museums in their Networks.
- Networkers are responsible for the Network budget (or delegate it out).
- Networkers provide a direct link to MAS and attend MAS's Annual Conference and Networker meetings. Networkers can delegate this out.

Networkers are **not** museum advisors; they are **not** to advise museums about museum operations.

Networkers often feel they must perform all the administrative functions and generate all the ideas for their Network. In reality, Networkers should request members of the Network to take on various tasks:

- Appoint a Secretary to take Network meeting minutes;
- Appoint a Treasurer to manage the financials;

- Designate a Co-ordinator to oversee group projects;

MAS encourages Networkers to recruit a Co-Networker. This person is the designated representative at any meetings the Networker cannot attend. Indeed, this person is the logical choice to succeed the Networker at the end of the two-year term.

Co-Networker's Role

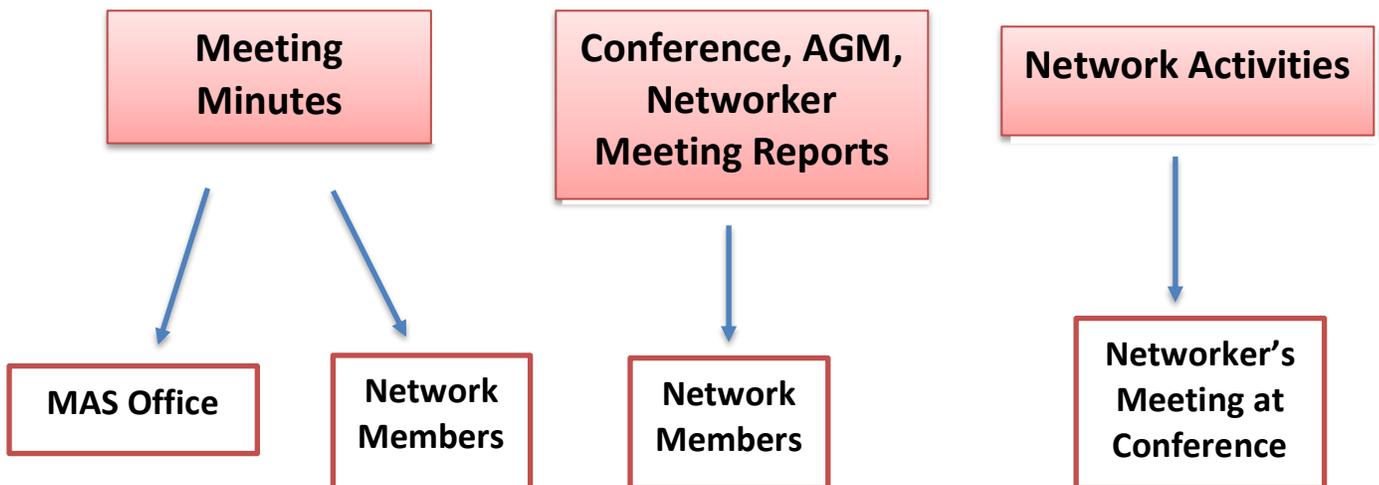
Some Networks have opted for a Co-networker system in which two people serve on staggered two-year terms, so that there is always a "senior" and "junior" Networker; the "junior" being the apprentice Networker. The "junior" also takes on the role of "second-in-command" with respect to the Network. Others have used a roster system where Networker duties are rotated from museum to museum alphabetically. Still others consider the member museum as the "Networker." In this case the museum as a unit assumes the responsibilities and benefits of being the "Networker"; designating a liaison person but sharing the "jobs."

Networkers' and Co-Networkers' Responsibilities

Individually Networkers will:

1. Organize and chair a minimum of two yearly meetings of museums in their Network.
2. Act as a liaison between MAS and Network
3. Make Network members aware of MAS activities as well as their own Network
4. Make MAS aware of issues relevant to their Network

5. Act as a spokesperson for their Network to MAS Board and Staff
6. Recruit their successor.
7. Gather contact information of museums in their region
8. Participate in Networkers' meetings
9. Attend the MAS Annual General Meeting (AGM), Annual Conference, and Networker meetings **OR** designate an alternate to attend.
10. Contact their museums when requested by the Association to dispense or gather information.
11. Encourage museums in their Network to attend the Annual Conference, Annual General Meeting, and other MAS events by personally inviting museums, discussing agendas, and issues and encouraging participation by individual MAS members.
12. Inform the MAS representative of meetings in advance
13. Reporting:



6 Pieces of Information to submit by March 31 each year

Annual Report

- Highlights of Network Activities for the completed year (*Appendix 3 - Network Operating Grant Application & Year End Report*)

Recent Bank Statement

Volunteer Hours

- Hours completed by Network and Co-Networker to specifically running the Network
- *Appendix 11: Volunteer Hours*

Operating Grant Application

- What will you spend money on in the next year? (*Appendix 3*)

Network Members

- List of members and contact information
- The Sign-in Sheet is sufficient (*Appendix 7: Meeting Participants Sheet*).

Financial Statement

- Shows income and expenses for the completed year (*Appendix 3*)

Collectively Networkers will:

Networkers meet once a year, usually in conjunction of the MAS AGM and Conference in May/June

The possibility of additional Networkers' meeting will depend on group needs and available resources.

The Networkers meetings provide an opportunity for networkers to discuss relevant issues,

concerns, and ideas.

Benefits of Being a Networker and Co-Networker

- Fees for MAS professional development courses are waived
- A 50% reduction in the registration fee for the large MAS conference (there is no reduction in price for conference registration during mini conference years)

Selecting a Networker and Co-Networker

A Networker **must**:

- Be a representative of a MAS Institutional member.

The Networker's term of office:

- **Two years**
- A Networker may serve a **maximum 4 years**

Incoming Networkers are chosen by Network members prior to or at the end of the outgoing Networker's term.

Networkers are encouraged to actively participate in the selection of their successor. Networkers may ask for nominations at the meeting prior to the end of the outgoing Networker's term. They may wish to approach individuals in advance in order to explain the position and to give the individual an opportunity to review the responsibilities and benefits carefully. Another option is for the Network to follow an alphabetical rotation system where each member museum takes the position in turn. The Co-Networker would come from the next museum on the rotation list.

Strong Networks are built through shared responsibility and opportunity. All Network members are expected to rotate as Networker.

Network Meetings

One of the most important tasks a Networker undertakes is the organization of the Network meetings. Networks must meet a minimum of twice a year to be considered active. Meetings usually include a formal business meeting time and informal visiting time. Meetings normally last three to four hours and many Networks include lunch, an afternoon tea, or a potluck supper. Meetings are usually held at different museums each time and provide Network members with an opportunity to see other museums in their area.

How to Plan A Network Meeting:

The date of each meeting is usually set at the previous meeting. Most Networks meet twice per year in the spring and fall. MAS must be informed as early as possible so that staff can coordinate Board and Staff attendance. It is very important that Association Staff are able to attend the Network meetings in order to ensure strong links between museums and the Association. The setting of the date should be a regular item on each agenda. Decide which museum will host the meeting, whether that museum will cater and what the cost will be, if possible.

Set the meeting agenda. A template of how an agenda could be set is found in the **Appendix 6**.

A meeting should include:

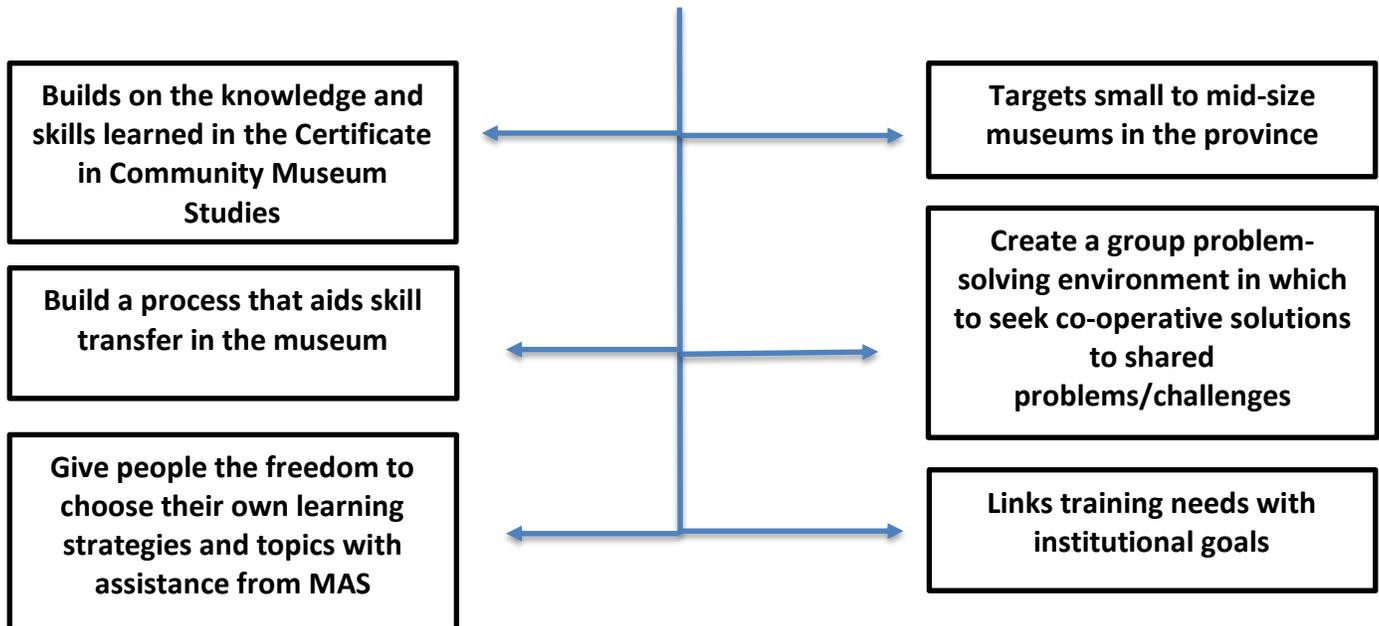
- Minutes of the last meeting
- Business arising from the minutes
- Financial report
- Current Network business
- An information and idea sharing session

- A report or discussion on current Network projects
- Networker recruitment (as required)
- Discussion of issues resulting from Networker meetings or MAS AGM and Annual Conference
- Educational Opportunities - Network Knowledge Exchange at spring meetings and one of the Network's choosing in the fall
- Planning for future co-operative actions
- Next meeting: location and date

You may also wish to invite a speaker to your meeting. For example your group may invite a MAS Staff or Board member to speak on an Association related topic. Or invite someone such as a representative from your regional Tourism committee or Sport, Culture, & Recreation District to talk about a topic affecting your museums

Network Knowledge Exchange

Network Knowledge Exchange Rationale



The Network Knowledge Exchange will occur at spring meetings.

Based on discussions at the Network meetings, Networks may submit their suggestions for Network Knowledge Exchange topics to a MAS staff member. In addition, the topic must further Certificate Program knowledge/skills and not duplicate them. Networks may also be responsible for organizing the training in their own region and as a group.

Using the Course Feedback Form, Networks will evaluate the presentation provided to them at the spring meeting. At the fall meeting, Networks are encouraged to discuss topics that they require further training on. This can be submitted in writing (via email or regular post) to the MAS office. Development of programming to fit these needs will take some time to develop.

The Network Knowledge Exchange program is used to address needs common throughout the museum community.

Network Finances

Networkers' expenses incurred in the operating of the Network are the responsibility of the Network and are to be paid from monies received for this purpose (annual operating grant). A separate bank account for Network transactions will be maintained.

Networker meetings

Expenses to attend Networker meetings will be reimbursed for one participant per Network.

Network Operating Grant

Network Operating Grants of up to a maximum of \$600 annually per Network are available to subsidize Network operations. Eligibility criteria are that the Network be active.

The application deadline for Network Operating Grants & Year-End Reports is March 31 of each year.

A separate bank account is required for the Network and a full accounting of the grant money must be recorded and submitted with the Network Year-End Report also due March 31.

The Network Operating Grant may be used for general Network operational expenses including: expenses incurred by the Networker to perform his/her duties such as travel, phone calls, mailings; or for Network meeting expenses - such as room rental, lunch/coffee, and gas subsidies for meeting participants.

Networks are encouraged to designate accumulated budget surpluses into a fund for projects. This will allow Networks to subsidize joint projects.

Network Operating Grants and Year-End reports are submitted digitally online through a link that will be distributed to Networkers by MAS staff to Networkers directly in January of each year. Links will also be made available to all necessary forms on the Networks page of the MAS website. Although online submissions are encouraged, paper or hard copies are also accepted. The application and year-end report has been condensed into one form and the 2018-19 form is included here as appendix 3. Appendix 3 can also be used as a template/working document prior to submitting your application and report online.

MAS Expense Policy

POSITION	ACTIVITY	EXPENSE	POLICY	PROCEDURE
Networkers, & Co-networkers	MAS Conference and AGM	Accommodation	MAS is responsible	Submit claim.*
		Meals	MAS is responsible	Submit claim.*
		Registration Fee Full Conference Mini Conference	MAS is partially responsible MAS is NOT responsible	50% of fee waived.
		Transportation	MAS is responsible	Submit claim.*
	MAS AGM only - no conference or partial conference	Accommodation	MAS is NOT responsible	Claim subsidy if voting delegate.
		Meals	MAS is NOT responsible	
		Transportation	MAS is NOT responsible	
	Networker Meetings	Accommodation	MAS is responsible	Submit claim. *
		Meals	MAS is responsible	Submit claim.*
		Transportation	MAS is responsible	Submit claim. *
Telephone/Fax/ E-mail		MAS is responsible	Submit claim. *	
MAS Training & Development Program	Registration Fee	MAS is responsible for duration of term	Fees waived.	

* See Expense Claim Sheet

Staff Support for Networks

The MAS staff provides support to the Network Program.

Responsibilities include:

- Attending a minimum of one meeting per Network per year
 - Maintaining Network Program records and resources
 - Processing Network Operating Grant applications
 - Staffing Networker meetings
 - Acting as liaison for MAS
 - Assisting in the formation/dissolution of Networks
 - Providing orientation to new Networkers
 - Working with Networkers in the maintenance of active Networks
-

Board Member Attendance

One of the most important responsibilities of a governing board is to stay in touch with the organization's members to find out what difference they see the organization making to them. Board members will attempt to attend Network meetings once a year to do so. Networkers need not worry about contacting Board Member's attendance MAS staff will do so.

While the Board is concerned with long-term results, the job of the staff is to run programming that produces them. It's critical that the Board understand member needs and from them determine the results that give rise to programming. It's equally important that staff hear from members about what works and what doesn't so they can develop and deliver the most effective program possible.

Comments from your Network museums about program design and delivery should be talked over with Association Staff.