

MAS Stickers of Excellence 2024

Standards based recognition of achievement in Saskatchewan museums.

The Museums Association of Saskatchewan (MAS) wishes to celebrate the excellent work within our membership and to help encourage tourism and community pride.

MAS member museums are invited to submit applications for recognition, with accompanying evidence, for evaluation. The evaluation criteria are based on the [Standards for Saskatchewan Museums, Sixth Edition](#) three main pillars: Governance and Management, Collections, and Communications, as well as recognition of work on Reconciliation and IDEA (Inclusion, Diversity Equity & Access).

Applicants will be notified by MAS via email once the application(s) has been processed, and whether they meet the criteria to receive a “Sticker of Excellence”.

**Please be aware this is a pilot year for MAS Stickers of Excellence, and that limitations on applications or deadlines may change due to capacity.*

Management

[Standards for Saskatchewan Museums](#), Governance and Management, “General Museum Management” (pg. 23-43).

A key role of management is assisting the museum, regardless of its size or organizational structure, in achieving consistent results so the museum’s mission can be articulated and fulfilled.

Effective museum management is a responsibility that embraces all the resources and activities of the museum and involves all the staff and volunteers. It is a necessary element in the development and advancement of a museum.

Management encompasses General Museum Management, Financial Management, Human Resources Management, and Risk Management. Each practice supports the museum’s mission statement and its sustainability.

Evaluation metrics: Grading scale 1(Poor) - 5(Excellent) for each point of evaluation (10):

- **Museum Management** ([Standards for Saskatchewan Museums](#), pg. 23-25):
 1. The museum operates from formal, written policies and procedures that cover its management responsibilities, programs, services, and reflect its Statement of Purpose;
 2. Transparency, public communication, and awareness:

- The museum collects, analyses, and uses community input and evaluation data as it strives for excellence in all areas of its operations.
- **Financial Management** (*Standards for Saskatchewan Museums, pg. 25-28*):
3. The museum uses sound financial management, reporting practices, and procedures:
 - An annual audit or review of its financial statements is conducted and the museum's financial position is reported publicly;
 - Has a policy to govern fundraising, donor and sponsor recognition, and donor rights;
 - Secures revenue from a variety of sources in keeping with its purpose.
- **Human Resources** (*Standards for Saskatchewan Museums, pg. 28-32*):
4. The museum has diverse representation on the Board, staff, and volunteers;
 5. The museum actively encourages and supports the involvement of diverse communities in museum activities and operations;
 6. Job descriptions exist for all volunteer positions, and they receive sufficient training;
 7. Professional development opportunities are made available for both paid and volunteer staff.
- **Risk Management** (*Standards for Saskatchewan Museums, pg. 32-43*):
8. The museum has a written emergency management plan based on risk assessment, prevention and mitigation, response, and business resumption:
 - All museum personnel know and understand the proper procedures in the event of an emergency;
 - Training is provided and regular drills are conducted.
 9. Collections Storage:
 - The museum's storage areas are accessible only to authorized museum personnel and volunteers;
 - The museum recognizes the threat of pest infestation to the collections and addresses it through an Integrated Pest Management (IPM) program, as part of its Collections Management Policy;
 - The museum stores, displays, and transports all restricted, non-restricted, and prohibited firearms as required by law.
 10. General Security:
 - The museum is in compliance with Accessibility Standards Act and Regulations;
 - Museum is well maintained and in compliance with building code regulations and historic properties acts;
 - The museum has record retention and disposal policies and practices in place;
 - The museum uses waivers to gain informed consent, and the language is clear and conforms to legal requirements;
 Ensures that all personnel are familiar with security procedures, and training is provided (This includes collection security and fire prevention responsibilities).

Examples of evidence for evaluation include:

- Videos or photographs of building(s) and exhibition spaces;
- Policies and Equity Statements;
- Mission Statement;
- Financial statements, Annual Report;
- Job Descriptions;
- Fundraising initiatives;
- Professional Development attendance, certificates of completion;