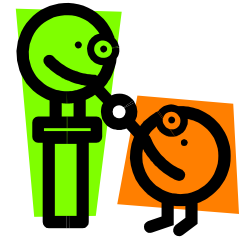


# Making an Impact Together

## Museum Mentorships



# What is a Mentor?



A trusted friend, counselor or teacher, usually a more experienced person.

*\*\*\*Mentors provide their expertise to less experienced individuals in order to help them advance their careers, enhance their education, and build their networks.\*\*\**

## What does this mean to You and Your Mentor?

Each institutions or individuals needs vary . You will have to establish that as you develop your program parameters.

*For the context of this presentation it is important to note that both TCM and my professional development were included in this Mentor Program.*

# Establish Programs Parameters

**BRAINSTORM:** Define a process that suits both parties involved. Clearly outline roles, objectives, responsibilities and expected outcomes for both parties. Consider a Mentor Contract for accountability and setting boundaries.

- **Program Parameters:**



Focus Areas -

Establish Objectives & Goals for each area

Establish Plan of Action for each

Detailed Implementation Timeline

Monthly Evaluations

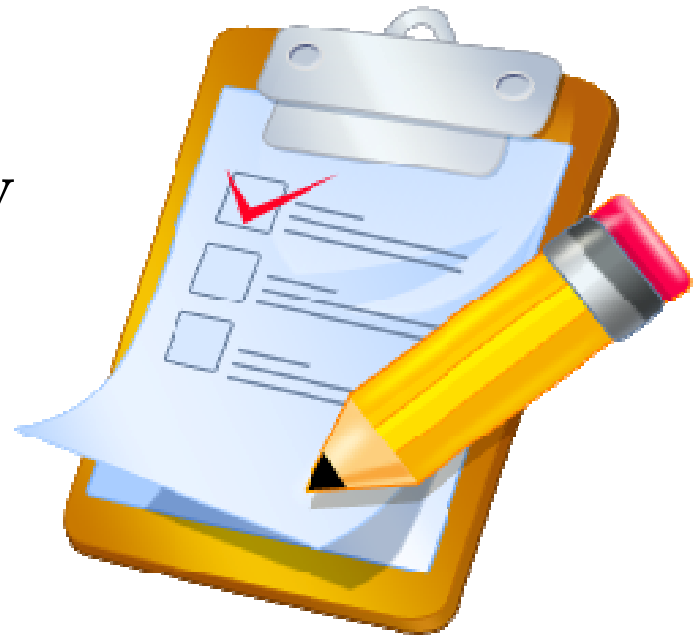
# What are the Focus Areas...

## Organizational Focus Areas: (TCM)

1. Fundraising
2. Business Operations
3. Board Responsibility

## Individual Goals: (S. Best)

1. Define: Role & responsibility
2. Delegate, delegate, delegate



# Focus Area Objectives

As a Board, determine the areas within the organization that will most greatly improve or strengthen the project. Individually, identify the areas that you need the most help.

*Example: TCM's Focus Areas:*

## *1. Fundraising & Grants*

*TCM – find more options & sponsors, ‘how to’ search beyond local*

*groups*



*S. Best – develop comfort level with ‘ask’*

## *2. Business Operations*

*TCM – develop/integrate systematic processes*

*S. Best - enforce business processes – without exception*

## *3. Governance & Board Structure/Responsibilities*

*TCM – Provide clear expectations & responsibilities*

*S. Best – Define role & responsibilities - Delegate, delegate, delegate*

# Action Plan for F.A.

You've established your 'weaknesses', now develop an action plan to improve each of these areas.

## Example: TCM's Areas of Concentration

### 1. Fundraising & Grants

- *Attend/seek Fundraising training opportunities*
- *Research possibilities of Development staff*

### 2. Business Operations

- *Establish operations manual and process*
- *Volunteer standard training on processes*



### 3. Governance and Board Structure/Responsibilities

- *Clearly define Roles and Responsibilities*
- *Develop Contract of Service and Responsibility for each member*
- *Implement Action Lists, with clear deadlines for follow-up at regular Board meetings*

# Example Timeline:



## 1. Fundraising

Month 1: Read a salesmanship book

Month 3: Attend non-profit fundraising/grant training

Month 6: Increase individual giving by 10%

## 2. Business Operations

Month 1-2: Collect successful non-profit business process'

Month 5: Compile and 'publish' an Operations Manual

Month 7: Train all volunteers/staff with Manual

## 3. Board Roles & Responsibilities

Month 1-3: Revamp and clearly detail each role on the Executive Committee

Month 3: Board Contract introduced

# Timeline for Action

- Though we set regular dates and deadlines, we always recognized that the Mentor program shouldn't detract from regular responsibilities at work. In fact, what you're working on within the program should directly benefit your day in and out. If it's not, go back to Focus Area brainstorming and start again.



# Site Visits

(optional)

*We'd originally slated three visits:*

## 1. A successful operating Children's Museum

(Denver CM – April 2008)



## 2. Mentor Facility

(CMOL – Oct 2009)

## 3. Mentee Facility

(in development)

This was to provide various perspectives, shadowing opportunities and first-hand accounts of each facility, operations, and general environment for reference.

# Evaluation

- Was the time and expense commitment a worthwhile trade?
- What impact did the program have on the organization? You?
- Were Action items completed? Were goals realized?

