

# Board Member Handbook

## 2020-2021

### Table of Contents

#### I. Governance and general information

- A. City of Riverside information
  - 1. City Strategic Plan 2.1 – *Page 1 is included; full document on flash drive*
  - 2. City department org chart
  - 3. City ward map
  - 4. Council member contact information
- B. Museum's mission statement
- C. A history of the Museum
- D. Museum of Riverside's Board Standing Rules
  - 1. Relevant section of Riverside Municipal Code
- E. Operational details (services, hours, sites)
- F. Facilities descriptions
  - 1. Main museum renovation plans to date
  - 2. Site maps and floor plans
- G. Strategic Plan for 2019-2024
- H. Professional organizations list
- I. Leading a Cultural Organization – Michael Kaiser's Ten Rules

#### II. Board information

- A. Board contact list
- B. Board terms chart
- C. Board committees and staff advisory teams
  - 1. Description of committees and teams
  - 2. Committee organizational chart
  - 3. List of current committee and team members
- D. Board member biography form

#### III. Staff

- A. Museum Director
  - 1. Position description
  - 2. Short biography
- B. All staff – position descriptions are available upon request
  - 1. Staff contact list
  - 2. Staff organizational chart
    - a. Current
    - b. Projected, post-reopening
- C. Volunteers and volunteering
  - 1. Introduction
  - 2. City's guide to creating a new volunteer account

#### IV. Affiliate organizations

- A. Riverside Museum Associates (RMA)
  - 1. Description and history, including legal basis; summary of activities
  - 2. Roster of RMA Board of Directors

## Museum of Riverside

- 3. FYE 2018-2019 RMA account balances
  - 4. RMA membership materials
- B. Harada House Foundation (HHF)
  - 1. Description and history, including legal basis; summary of activities
  - 2. List of HHF Board of Directors
  - 3. FYE 2018-2019 HHF financial statement
  - 4. HHF campaign and fundraising materials, including pledge forms
- C. Collaborative partners list

### V. Department functions and museum programs

- A. Curatorial team
  - 1. Team description
  - 2. Exhibitions
    - a. *PENDING – Working calendar for temporary exhibitions – to be supplied immediately prior to reopening the main museum*
    - b. Recent exhibition publications
- B. Education team
  - 1. Team description
  - 2. Program list
- C. Administrative team
  - 1. Team description
  - 2. City budget FY2018-2019 and 2019-2020
  - 3. Museum's biennial operating budget FY2018-2019 and 2019-2020
  - 4. Proposed one-year emergency budget for FY2020-2021 is a "rollover" budget from 2019-2020 – *Museum page is included; full document on flash drive*
- D. Development and marketing
  - 1. Team description
  - 2. Audience – regional demographics

### VI. Selected policies and procedures

- A. Administrative
  - 1. Brown Act and City of Riverside's Sunshine Ordinance
    - a. Brown Act, full text – *Page 1 is included; full document on flash drive*
    - b. Brown Act, summary
    - c. Legal Department's Brown Act training presentation
    - d. Sunshine Ordinance
- B. Collections-related
  - 1. Collections Management and Exhibition Policies – *Table of contents only; full document on flash drive*
  - 2. *Collections Development Plan – PENDING*
- C. *Education policy – PENDING review and approval of new draft document*
- D. Ethics
  - 1. American Alliance of Museums Code of Ethics for Museums
  - 2. City of Riverside's code of ethics
    - a. RMC 2.78 Code of Ethics and Conduct
    - b. Legal Department's ethics training presentation
  - 3. MoR's Code of Ethics and Conduct – 2015 version
  - 4. *BoardSource* document about conflict of interest