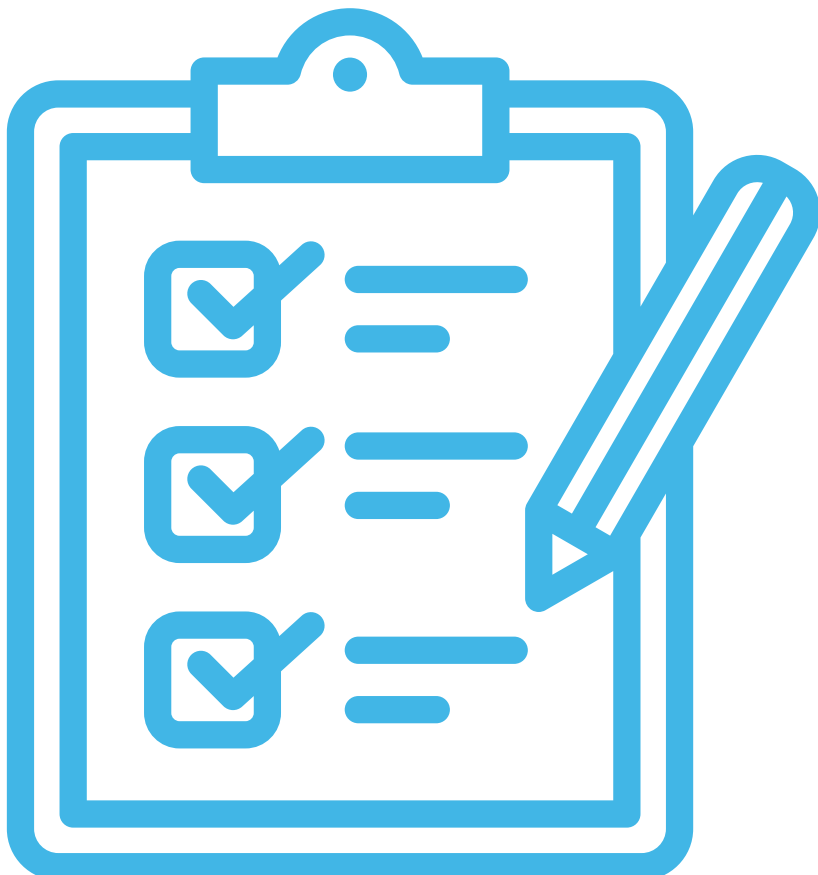




# TEAM Program

## Evaluation Rubrics



Standard	Evaluation	Ranking
	<p>Novice: Museum <b>has not met the standard</b>. Museum provides little evidence of meeting the performance expectation or learning goal. Feedback and support will be provided to support meeting the standard.</p>	
	<p>Approaching: Museum is <b>approaching the standard</b>. Museum demonstrates partial mastery of the standard. Feedback and support will be provided to support meeting the standard.</p>	
	<p>Proficient: Museum <b>has met the standard</b> and demonstrates mastery of the standard.</p>	
	<p>Advanced understanding: Museum <b>exceeds the standard</b> and demonstrates exemplary understanding and implementation of the standard. Museum staff are able to analyze and peer review and effectively mentor others in the development and implementation of standards.</p>	



# TEAM Program

## Evaluation Rubrics



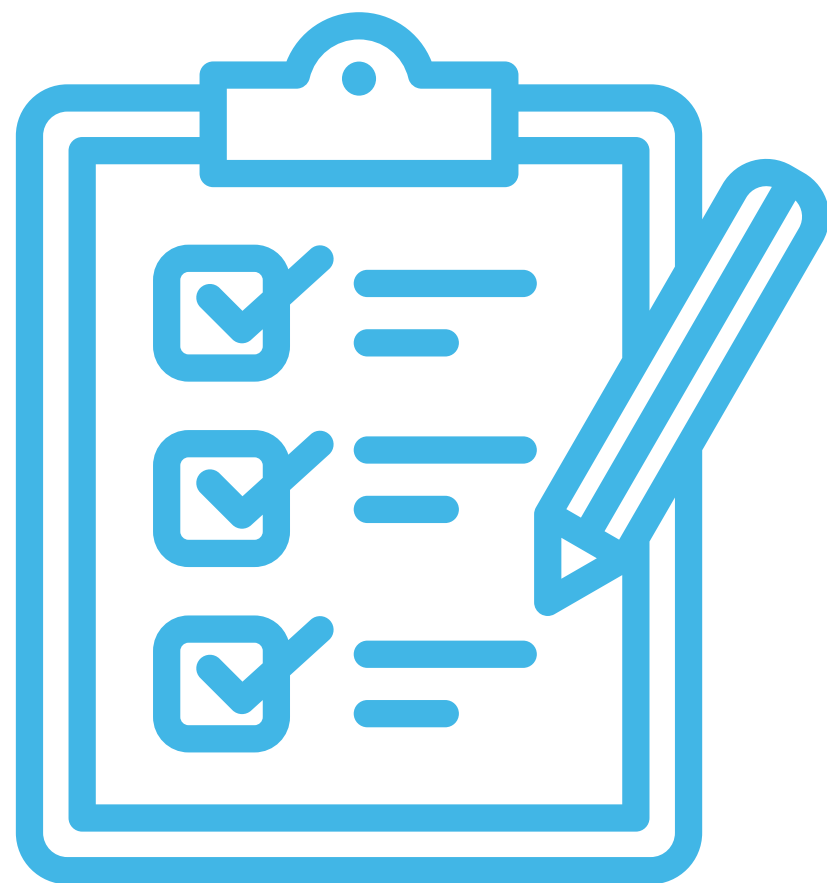
### Getting Started:

There are some aspects of the TEAM program that are applicable to all museums and some that will only apply to specific museums.

### How to Use This Program:

This is a self-driven program. Organizations can continue through the program at a pace they find appropriate. Supplementary resources and training are available through webinars, workshops, resources and the BCMA Brain. When an area of improvement is identified organizations can use the resources and training available to address their concerns and learn.

Organizations will be asked to self-select where they fall using the evaluation rubric below. This rubric will not apply to all questions but should be referenced when answering yes or no questions.





[View Full Program Guide](#)

[Learn More about TEAM](#)

Standard	Evaluation	Ranking
<p>A contemporary mission statement which is accessible to your audiences and is embraced and executed by your staff.</p>	<p>Novice: Museum <b>has not met the standard</b>. Museum provides little evidence of meeting the performance expectation or learning goal. You have a mission statement that partially or completely captures the work that you undertake.</p>	
	<p>Approaching: Museum is <b>approaching the standard</b>. Museum demonstrates partial mastery of the standard. You have an accurate mission statement that your staff, volunteers, and audiences are aware of.</p>	
	<p>Proficient: Museum <b>has met the standard</b> and demonstrates mastery of the standard. Your mission statement is well integrated into all aspects of your work.</p>	
	<p>Advanced understanding: Museum <b>exceeds the standard</b> and demonstrates exemplary understanding and implementation of the standard. Museum staff are able to analyze and peer review and effectively mentor others in the development and implementation of standards. Your mission statement is understood by your staff, volunteers, and audiences. It is reflected in all aspects of your work and in your governing documents, policies, and plans. Your mission statement is referred to regularly.</p>	



Standard	Evaluation	Ranking
<p>An accurate list of core values known and shared by your staff. Used to guide your museums work.</p> 	<p>Novice: Museum <b>has not met the standard</b>. Museum provides little evidence of meeting the performance expectation or learning goal. You have core values that partially or completely captures the work that you undertake.</p>	
	<p>Approaching: Museum <b>is approaching the standard</b>. Museum demonstrates partial mastery of the standard. You have an accurate core values that your staff, volunteers, and audiences are aware of.</p>	
	<p>Proficient: Museum has <b>met the standard</b> and demonstrates mastery of the standard. Your core values are well integrated into all aspects of your work.</p>	
	<p>Advanced understanding: Museum <b>exceeds the standard</b> and demonstrates exemplary understanding and implementation of the standard. Museum staff are able to analyze and peer review and effectively mentor others in the development and implementation of standards. Your core values are understood by your staff, volunteers, and audiences. They are reflected in all aspects of your work and in your governing documents, policies, and plans. Your core values are referred to regularly.</p>	

Standard	Evaluation	Ranking
<p>A registered non-profit that is compliant with the BC Societies Act.</p>	<p>Novice: Museum <b>has not met the standard</b>. Museum provides little evidence of meeting the performance expectation or learning goal. Museum is not compliant with the BC Societies Act.</p>	
	<p>Proficient: Museum <b>has met the standard</b> and demonstrates mastery of the standard. Museum is Compliant with BC Societies Act.</p>	

Standard

Evaluation

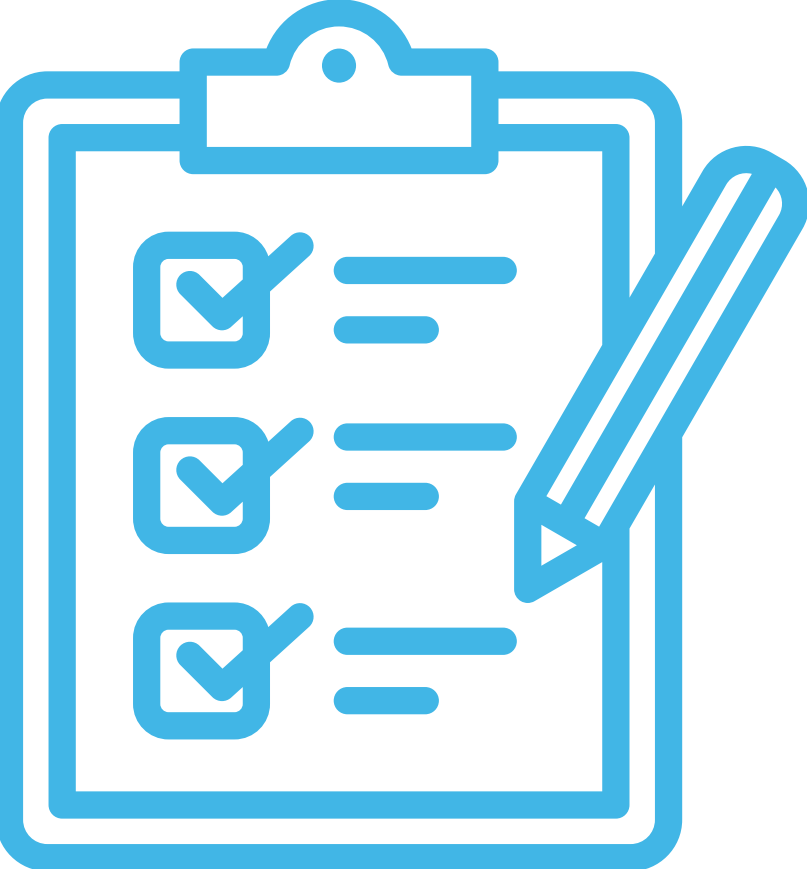
Ranking

A registered non-profit that is compliant with the BC Societies Act.

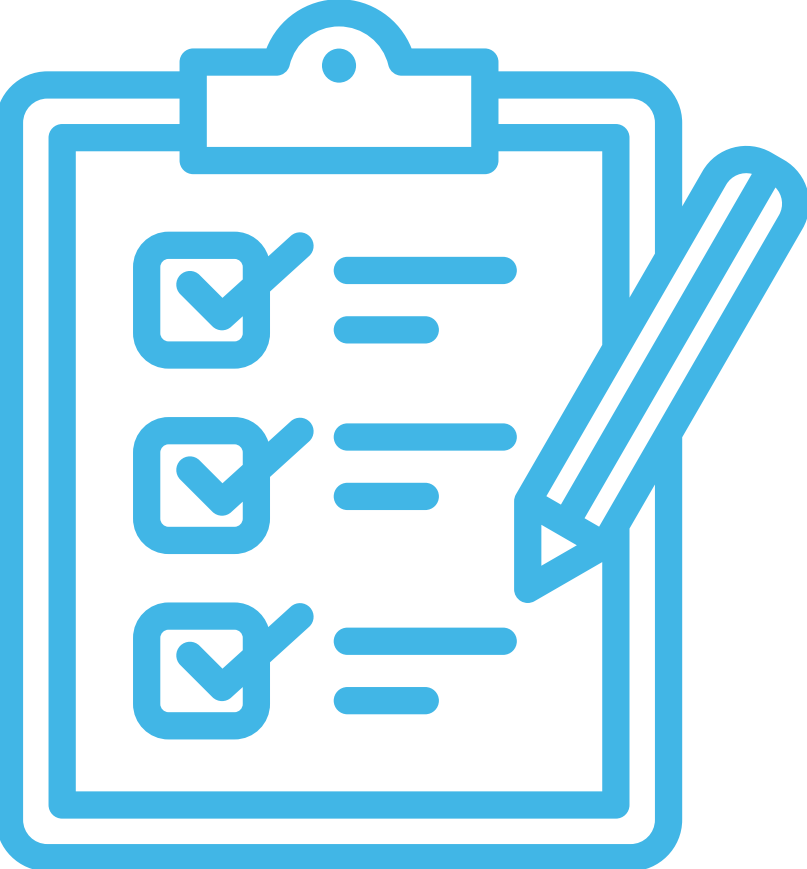
Novice: Museum **has not met the standard**. Museum provides little evidence of meeting the performance expectation or learning goal. Museum is not compliant with the BC Societies Act.

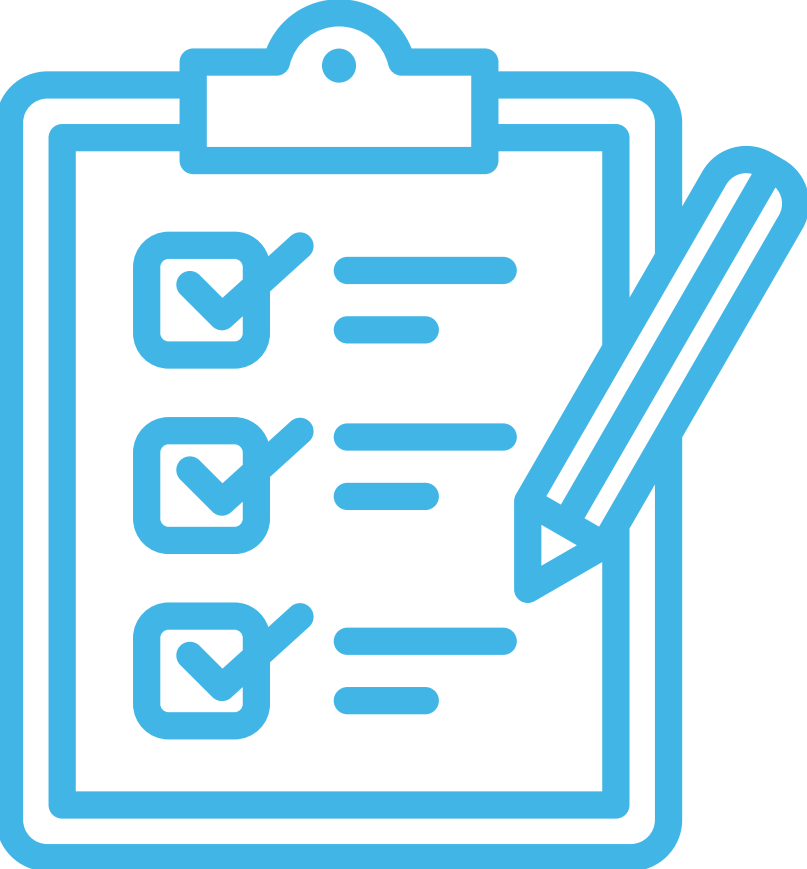


Proficient: Museum **has met the standard** and demonstrates mastery of the standard. Museum is Compliant with BC Societies Act.

Standard	Evaluation	Ranking
<p>A management structure that is adequate for the size of your organization.</p> 	<p>Novice: Museum <b>has not met the standard</b>. Museum provides little evidence of meeting the performance expectation or learning goal.</p>	
	<p>Approaching: Museum <b>is approaching the standard</b>. Museum demonstrates partial mastery of the standard.</p>	
	<p>Proficient: Museum has <b>met the standard</b> and demonstrates mastery of the standard.</p>	
	<p>Advanced understanding: Museum <b>exceeds the standard</b> and demonstrates exemplary understanding and implementation of the standard. Museum staff are able to analyze and peer review and effectively mentor others in the development and implementation of standards.</p>	



Standard	Evaluation	Ranking
<p>An organization that conducts itself ethically and has an ethics policy that is familiar to its staff and volunteers.</p> 	<p>Novice: Museum <b>has not met the standard</b>. Museum provides little evidence of meeting the performance expectation or learning goal. Museum does not have an ethics policy.</p>	
	<p>Approaching: Museum <b>is approaching the standard</b>. Museum demonstrates partial mastery of the standard. Museum does have an ethics policy but it is not frequently referred to.</p>	
	<p>Proficient: Museum has <b>met the standard</b> and demonstrates mastery of the standard. Museum has an ethics policy and is frequently referred to. Museum conducts itself ethically.</p>	
	<p>Advanced understanding: Museum <b>exceeds the standard</b> and demonstrates exemplary understanding and implementation of the standard. Museum staff are able to analyze and peer review and effectively mentor others in the development and implementation of standards. Museum has an ethics policy and conducts itself ethically. Ethics policy is well known and referenced by staff and volunteers.</p>	

Standard	Evaluation	Ranking
<p>An organization that is financially secure.</p>	<p>Novice: Museum <b>has not met the standard</b>. Museum provides little evidence of meeting the performance expectation or learning goal. Museum is not financially secure.</p>	
	<p>Proficient: Museum <b>has met the standard</b> and demonstrates mastery of the standard. Museum is financially secure.</p>	

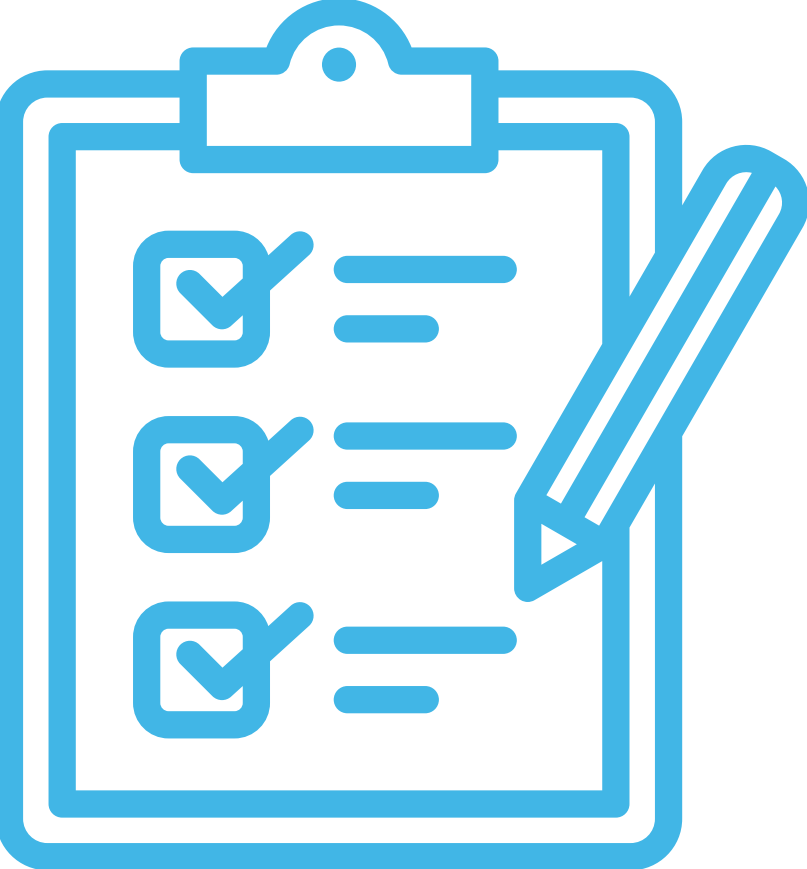
Standard

Evaluation

Ranking


An organization that is financially secure.

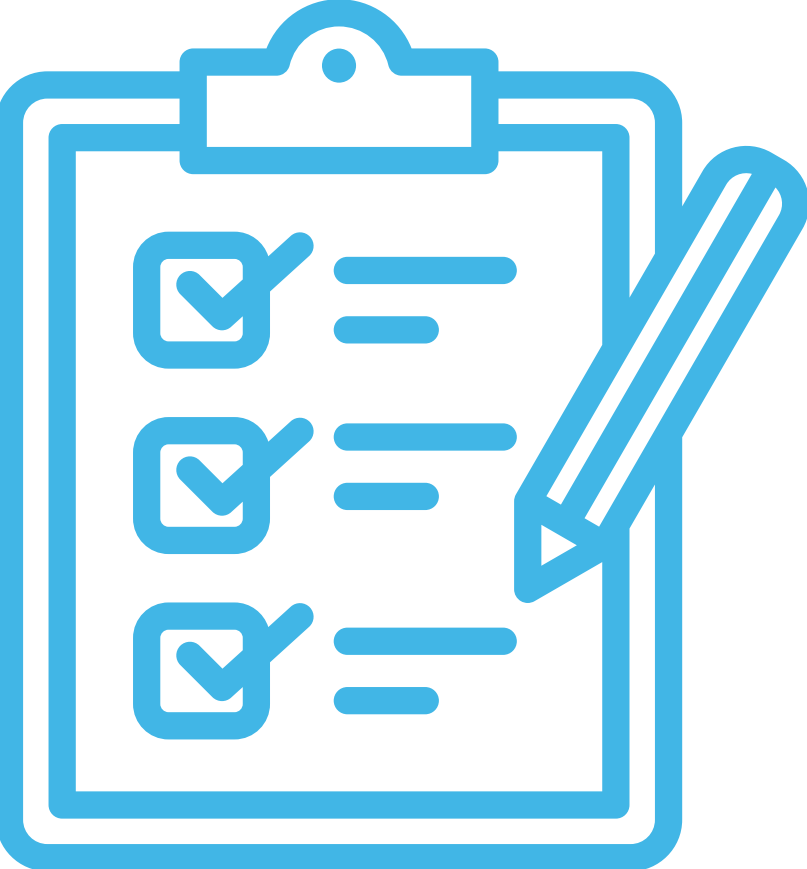
Novice: Museum **has not met the standard**. Museum provides little evidence of meeting the performance expectation or learning goal. Museum is not financially secure.



Proficient: Museum **has met the standard** and demonstrates mastery of the standard. Museum is financially secure.



Standard	Evaluation	Ranking
<p>A repatriation policy</p> 	<p>Novice: Museum <b>has not met the standard</b>. Museum provides little evidence of meeting the performance expectation or learning goal. A written repatriation policy does not yet exist or is not clearly defined yet.</p>	
	<p>Approaching: Museum <b>is approaching the standard</b>. Museum demonstrates partial mastery of the standard. A written policy is available online. The museum is familiar with their current Indigenous Collection, and outlines whether or not they accept Indigenous items going forward.</p>	
	<p>Proficient: Museum has <b>met the standard</b> and demonstrates mastery of the standard. A written policy that was created in partnership with Indigenous community members. A clear process for repatriation that involves the Indigenous community and key staff members from the museum engaging in protocol.</p>	
	<p>Advanced understanding: Museum <b>exceeds the standard</b> and demonstrates exemplary understanding and implementation of the standard. A written repatriation policy, created in partnership with Indigenous partners, that is readily available online, responsive, and includes ownership of the burden and cost of this work. The policy recognizes access to information, collections and data as a foundational part of repatriation.</p>	

Standard	Evaluation	Ranking
<p>Implementing the Moved to Action standards.</p>	<p>Novice: Museum <b>has not met the standard</b>. Museum provides little evidence of meeting the performance expectation or learning goal.</p>	
	<p>Proficient: Museum <b>has met the standard</b> and demonstrates mastery of the standard.</p>	

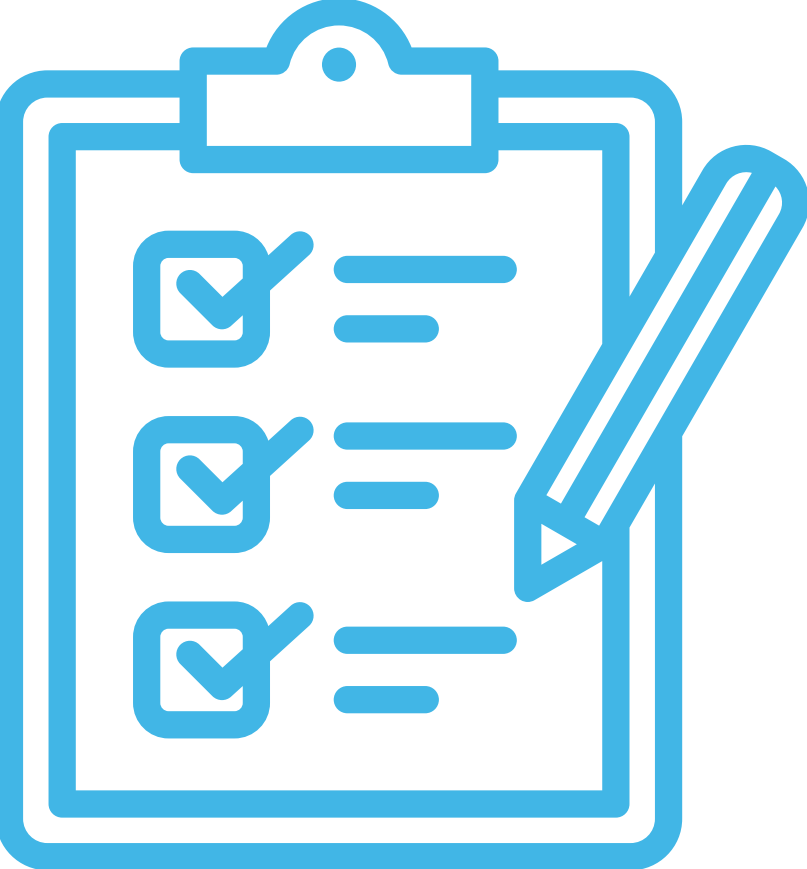
Standard

Evaluation


Ranking


Implementing the Moved to Action standards.


Novice: Museum **has not met the standard**. Museum provides little evidence of meeting the performance expectation or learning goal.

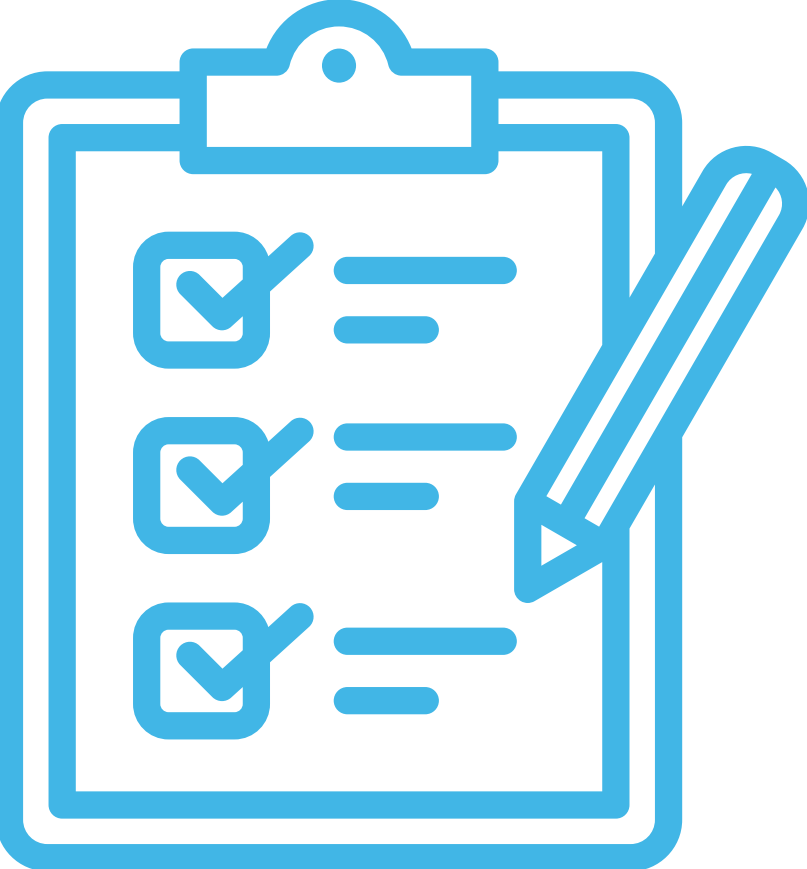


Proficient: Museum **has met the standard** and demonstrates mastery of the standard.

Standard	Evaluation	Ranking
<p>A reciprocal and respectful relationship building approach.</p> 	<p>Novice: Museum <b>has not met the standard</b>. Museum provides little evidence of meeting the performance expectation or learning goal. The Museum has not yet connected with local Indigenous groups or has only connected with singular ‘representatives’ of Indigenous groups and has not yet made contact with the greater community.</p>	
	<p>Approaching: Museum <b>is approaching the standard</b>. Museum demonstrates partial mastery of the standard. Certain staff or departments are spearheading relationship building with various Indigenous Community members.</p>	
	<p>Proficient: Museum has <b>met the standard</b> and demonstrates mastery of the standard. Truthful and heartfelt relationship building where most members of your organization are involved in relationship building with a diverse group of members from local Indigenous community(s). Budgets and timelines are adaptable.</p>	
	<p>Advanced understanding: Museum <b>exceeds the standard</b> and demonstrates exemplary understanding and implementation of the standard. Truthful and heartfelt relationship building, where every member of your organization is involved in relationship building. A relationship forward approach to timelines and budgets. Relationship between the Museum and local Indigenous community that recognizes Indigenous peoples as key rights holders in which they are an integral part of decision making processes.</p>	

Standard	Evaluation	Ranking
<p>A thorough collections management policy.</p> 	<p>Novice: Museum <b>has not met the standard</b>. Museum provides little evidence of meeting the performance expectation or learning goal. An incomplete collections policy.</p>	
	<p>Approaching: Museum <b>is approaching the standard</b>. Museum demonstrates partial mastery of the standard. A partially complete and implemented collections management policy.</p>	
	<p>Proficient: Museum has <b>met the standard</b> and demonstrates mastery of the standard. A thorough, updated and contemporary collections management policy that includes provisions for repatriation.</p>	
	<p>Advanced understanding: Museum <b>exceeds the standard</b> and demonstrates exemplary understanding and implementation of the standard. Museum staff are able to analyze and peer review and effectively mentor others in the development and implementation of standards. A collections management policy that covers all aspects of a collections care with thorough documentation. An overview of all items in your collection. Contemporary and includes provisions for repatriation.</p>	

Standard	Evaluation	Ranking
<p>A thorough conservation policy.</p> 	<p>Novice: Museum <b>has not met the standard</b>. Museum provides little evidence of meeting the performance expectation or learning goal. A conservation policy that only reflects the care of objects.</p>	
	<p>Approaching: Museum <b>is approaching the standard</b>. Museum demonstrates partial mastery of the standard. A conservation policy that reflects the care of objects and risk management.</p>	
	<p>Proficient: Museum has <b>met the standard</b> and demonstrates mastery of the standard. A thorough and contemporary conservation policy.</p>	
	<p>Advanced understanding: Museum <b>exceeds the standard</b> and demonstrates exemplary understanding and implementation of the standard. Museum staff are able to analyze and peer review and effectively mentor others in the development and implementation of standards. An overview of all items in your collection. A conservation policy that covers all aspects of conservation care, preventative care and risk management.</p>	

Standard	Evaluation	Ranking
Secured access	<p>Novice: Museum <b>has not met the standard</b>. Museum provides little evidence of meeting the performance expectation or learning goal.</p>	
	<p>Proficient: Museum <b>has met the standard</b> and demonstrates mastery of the standard.</p>	

Standard

Evaluation


Ranking

Secured access


Novice: Museum **has not met the standard**. Museum provides little evidence of meeting the performance expectation or learning goal.


Proficient: Museum **has met the standard** and demonstrates mastery of the standard.

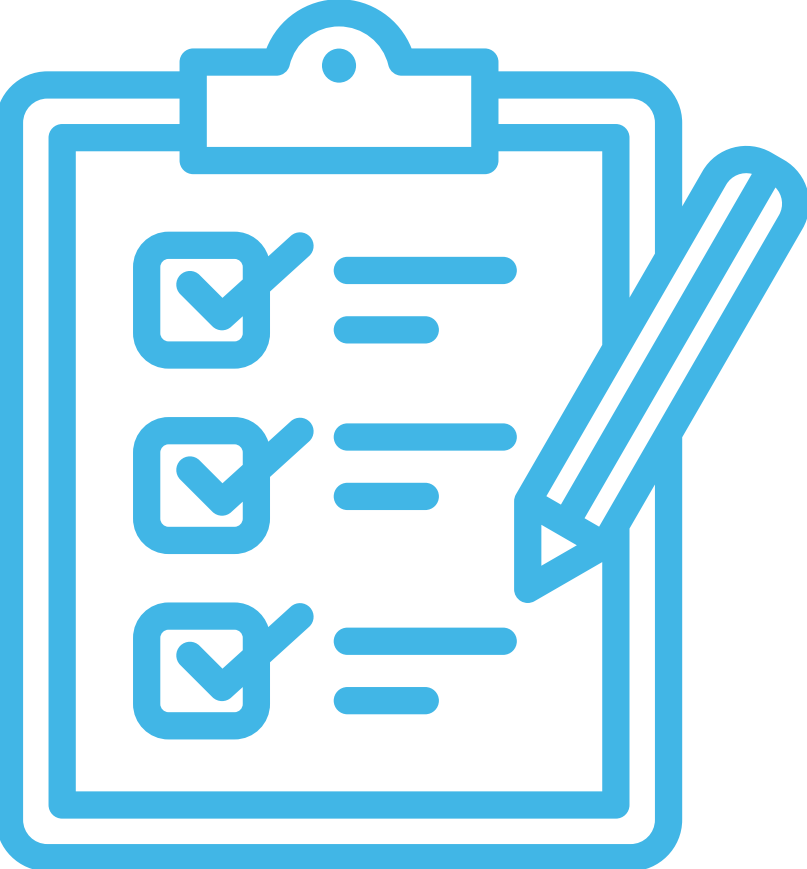



Standard	Evaluation	Ranking
<p>A museums building, belongings and occupants are secure and free from harm.</p> 	<p>Novice: Museum <b>has not met the standard</b>. Museum provides little evidence of meeting the performance expectation or learning goal.</p>	
	<p>Approaching: Museum <b>is approaching the standard</b>. Museum demonstrates partial mastery of the standard.</p>	
	<p>Proficient: Museum has <b>met the standard</b> and demonstrates mastery of the standard.</p>	
	<p>Advanced understanding: Museum <b>exceeds the standard</b> and demonstrates exemplary understanding and implementation of the standard. Museum staff are able to analyze and peer review and effectively mentor others in the development and implementation of standards.</p>	




Standard	Evaluation	Ranking
<p>A contemporary access and accessibility policy.</p> 	<p>Novice: Museum <b>has not met the standard</b>. Museum provides little evidence of meeting the performance expectation or learning goal. Access and accessibility policy is incomplete or ineffective.</p>	
	<p>Approaching: Museum <b>is approaching the standard</b>. Museum demonstrates partial mastery of the standard. Access and accessibility policy is used but does not reflect community consultation.</p>	
	<p>Proficient: Museum has <b>met the standard</b> and demonstrates mastery of the standard. An access and accessibility policy that addresses physical and sensory accessibility created with feedback from community members.</p>	
	<p>Advanced understanding: Museum <b>exceeds the standard</b> and demonstrates exemplary understanding and implementation of the standard. Museum staff are able to analyze and peer review and effectively mentor others in the development and implementation of standards. An access and accessibility policy that addresses all types of accessibility and that is being referred to and updated as new needs are identified through community consultations.</p>	

Standard	Evaluation	Ranking
<p>A maintenance policy and schedule that is cyclical and implemented.</p> 	<p>Novice: Museum <b>has not met the standard</b>. Museum provides little evidence of meeting the performance expectation or learning goal.</p>	
	<p>Approaching: Museum <b>is approaching the standard</b>. Museum demonstrates partial mastery of the standard.</p>	
	<p>Proficient: Museum has <b>met the standard</b> and demonstrates mastery of the standard.</p>	
	<p>Advanced understanding: Museum <b>exceeds the standard</b> and demonstrates exemplary understanding and implementation of the standard. Museum staff are able to analyze and peer review and effectively mentor others in the development and implementation of standards.</p>	

Standard	Evaluation	Ranking
<p>An IT policy that addresses security and safe usage.</p> 	<p>Novice: Museum <b>has not met the standard</b>. Museum provides little evidence of meeting the performance expectation or learning goal.</p>	
	<p>Approaching: Museum <b>is approaching the standard</b>. Museum demonstrates partial mastery of the standard.</p>	
	<p>Proficient: Museum has <b>met the standard</b> and demonstrates mastery of the standard.</p>	
	<p>Advanced understanding: Museum <b>exceeds the standard</b> and demonstrates exemplary understanding and implementation of the standard. Museum staff are able to analyze and peer review and effectively mentor others in the development and implementation of standards.</p>	

Standard	Evaluation	Ranking
<p>An emergency response plan.</p> 	<p>Novice: Museum <b>has not met the standard</b>. Museum provides little evidence of meeting the performance expectation or learning goal.</p>	
	<p>Approaching: Museum <b>is approaching the standard</b>. Museum demonstrates partial mastery of the standard.</p>	
	<p>Proficient: Museum has <b>met the standard</b> and demonstrates mastery of the standard.</p>	
	<p>Advanced understanding: Museum <b>exceeds the standard</b> and demonstrates exemplary understanding and implementation of the standard. Museum staff are able to analyze and peer review and effectively mentor others in the development and implementation of standards.</p>	

Standard	Evaluation	Ranking
<p>A closure plan for short term, long term and permanent closures.</p>	<p>Novice: Museum <b>has not met the standard</b>. Museum provides little evidence of meeting the performance expectation or learning goal.</p>	
	<p>Proficient: Museum <b>has met the standard</b> and demonstrates mastery of the standard.</p>	

Standard

Evaluation


Ranking

A closure plan for short term, long term and permanent closures.

Novice: Museum **has not met the standard**. Museum provides little evidence of meeting the performance expectation or learning goal.

Proficient: Museum **has met the standard** and demonstrates mastery of the standard.



Standard	Evaluation	Ranking
<p>An insurance plan that covers the museums needs and ensures the financial safety and security of the organization.</p>	<p>Novice: Museum <b>has not met the standard</b>. Museum provides little evidence of meeting the performance expectation or learning goal.</p>	
	<p>Proficient: Museum <b>has met the standard</b> and demonstrates mastery of the standard.</p>	

Standard

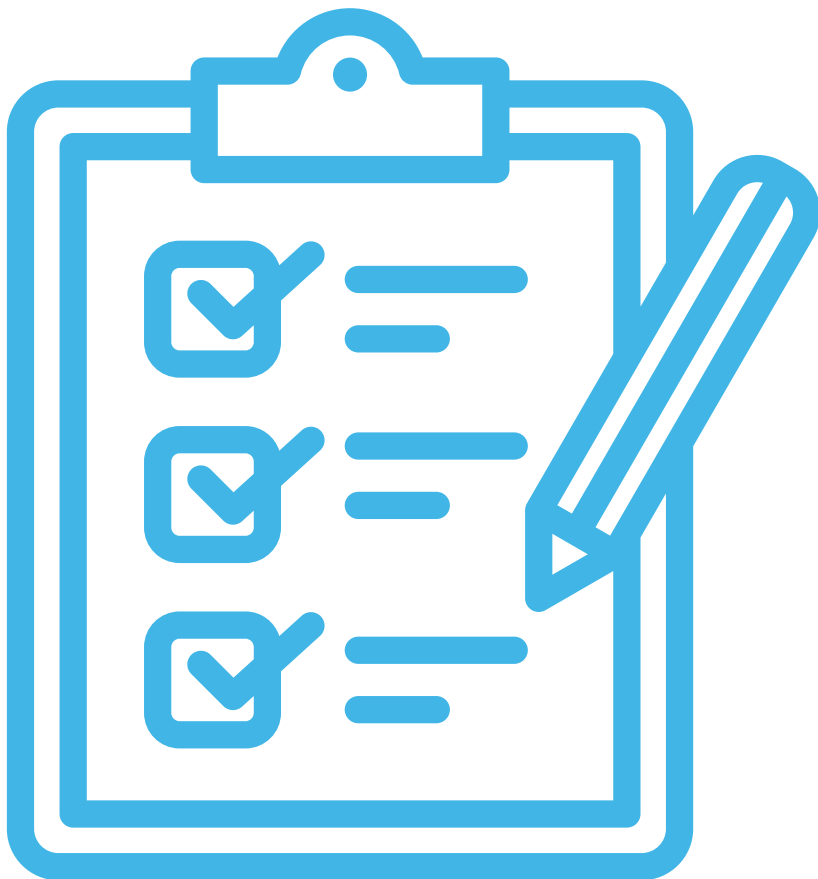
Evaluation


Ranking

An insurance plan that covers the museums needs and ensures the financial safety and security of the organization.


Novice: Museum **has not met the standard**. Museum provides little evidence of meeting the performance expectation or learning goal.

Proficient: Museum **has met the standard** and demonstrates mastery of the standard.



Standard	Evaluation	Ranking
<p>Hazard prevention policies and training.</p> 	<p>Novice: Museum <b>has not met the standard</b>. Museum provides little evidence of meeting the performance expectation or learning goal.</p>	
	<p>Approaching: Museum <b>is approaching the standard</b>. Museum demonstrates partial mastery of the standard.</p>	
	<p>Proficient: Museum has <b>met the standard</b> and demonstrates mastery of the standard.</p>	
	<p>Advanced understanding: Museum <b>exceeds the standard</b> and demonstrates exemplary understanding and implementation of the standard. Museum staff are able to analyze and peer review and effectively mentor others in the development and implementation of standards.</p>	



Standard	Evaluation	Ranking
<p>An interpretation plan that is contemporary and reflective of the diverse voices in your community.</p> 	<p>Novice: Museum <b>has not met the standard</b>. Museum provides little evidence of meeting the performance expectation or learning goal.</p>	
	<p>Approaching: Museum <b>is approaching the standard</b>. Museum demonstrates partial mastery of the standard.</p>	
	<p>Proficient: Museum has <b>met the standard</b> and demonstrates mastery of the standard.</p>	
	<p>Advanced understanding: Museum <b>exceeds the standard</b> and demonstrates exemplary understanding and implementation of the standard. Museum staff are able to analyze and peer review and effectively mentor others in the development and implementation of standards.</p>	