

## **LEAD Workshop Resources**

### **Glossary of Terms and Links to Resources**

#### **Definition of Terms:**

**Bylaws:** Source: Merriam Webster Dictionary

1. a rule adopted by an organization chiefly for the government of its members and the regulation of its affairs
2. a local ordinance

**Policy and Procedures (P&P):** Source: [University of Wisconsin-Madison](#)

1. Policy: a general written document that establishes a standard by which the institution manages its affairs.
2. Procedure: description of the operational processes necessary to implement policy

**Core Documents:** Source: [American Alliance of Museums – Core Documents](#)

1. Documents designated as core because they are fundamental for professional museum operations and embody core museum values and practices
2. Core documents include: Mission/Vision, Institutional Code of Ethics, Strategic Institutional Plan, Collections Policy, Disaster and Emergency Response Plan

**Mission Statement:** Source: [American Alliance of Museums – Mission Statement](#)

1. The mission that states what the museum does, for whom, and why. A museum's mission statement is the primary benchmark against which to evaluate the museum's performance.

**Institutional Code of Ethics:** Source: [American Alliance of Museums – Ethics](#)

1. Ethics are principles that help people make choices about what they ought to do. Ethical practices are based on rights, obligations, or other values.

**Strategic Plan:** Source: [American Alliance of Museums – Strategic Institutional Plan](#)

1. Produces a mutually agreed-upon vision of where a museum is going and what it wants to achieve.

**Collections Management Policy:** Source: [American Alliance of Museums – Collections Management Policy](#)

1. The collections management policy that outlines the scope of a museum's collection, explains how the museum cares for and makes collections available to

the public, and clearly defines the roles of the parties responsible for managing the museum's collections.

**Disaster and Emergency Response Plan:** Source: [American Alliance of Museums - Disaster Preparedness and Emergency Response Plan](#)

1. A current, comprehensive disaster preparedness and emergency response plan helps a museum to assess and manage risk, protect human life, and recover from natural and manmade disasters.