

Qm² REX Museum Directors' Roundtables

A Museum Directors' Roundtable is a small group of museum directors who meet together every four months to help one another solve problems and improve their museums.

Informal discussions with other directors help to **clarify issues and convert concern into practical action**. An experienced facilitator chairs the session to produce the maximum benefit for each participant. The chairperson keeps the agenda on target and fast paced. The chair has extensive experience in management consulting with museums, exceptional interpersonal skills, and acts as a proactive contributor to each session.

Who Should Attend? This program may be for you, if:

- You are the person at the top where the buck stops.
- You are dramatically improving your museum, or wish to.
- You are open to learning how to better manage and lead your museum.

Roundtable Participants: Participants are selected based on their leadership position, their commitment to institutional change, and their willingness to fully participate. A typical Roundtable has:

- Ten to fourteen museum chief executive officers.
- A professional facilitator who acts as chairperson.
- Administrative support.
- No competitors or close collaborators.
- The right chemistry.

Roundtable Structure: Design based on extensive experience.

- Three meetings per year.
- Each meeting is a day and one half long; an overnight stay is expected; every member is expected to attend all sessions.
- The schedule is set to meet the participants' calendars. If you miss frequently, you will be asked to withdraw.
- Monthly conference calls in months when there is no meeting.

Ground Rules: The following ground rules are the foundation of the process of dialogue. They invariably deepen trust between participants which fosters learning at the most significant emotional and cognizant levels.

- Open and honest interaction.
- Mutual respect.
- Absolute confidentiality.

Benefits: Roundtable members form a supportive team of peers for:

- Sounding new ideas and opportunities.
- Clarifying issues.

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- Developing new ways to solve museum problems.
- Encouragement and support when times are tough.
- Converting thoughts into action and providing peer accountability.
- Building a solid support network with other directors committed to excellence in museums.

Facilitation

A roundtable must be designed and managed with care, to enable members to build trusting relationships, and to bring “out of the box” thinking to the group. This requires skilled facilitation. Without careful steering, the group will lose its energy and direction. Roundtables are led by Qm² consultants Mary Case, John Durel, and Anita Durel.

AGENDA

Director's Issues: Roundtable members become a supportive yet tough peer group who help one another analyze and explore current issues and hot topics. The goal is to help you gain perspective, additional options, and support in addressing your issues. Typical issues might include:

- How to involve staff and board in planning.
- Handling a problem staff member.
- Conflicts between staff, director and board.
- Delegation and holding people accountable
- Responding to a fiscal crisis.

Leadership and management: Brief presentations including practical, take-home concepts and tools are a part of each session. The content is based on the needs of the members. It covers all the essential elements to help you redesign and lead your museum successfully. Typical topics include:

- Understanding your management style and how to balance weak areas.
- Building a strong top leadership team.
- Creating a vision for your community
- Managing with key performance indicators
- Improving coordination and productivity in work processes.
- Performance review and improvement.
- Running much better meetings.

Development: Presentations and coaching on how to become more successful in raising money.

- Building your case for support
- Setting up a major gifts program
- Corporate sponsorships
- Strategic membership programs
- Board advocacy and fundraising training

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Success Sharing: Members report on successes in managing and improving their organizations.

Typical topics:

- New ways to gain audience input.
- Techniques for working with communities.
- Designing management measurement systems.
- Assessing audience needs.
- Successful marketing campaigns.
- New initiatives in community involvement.
- Building legislative support.

Features:

- Three Roundtables per year, each one and one-half days long.
- Practical and proven educational materials at each session.
- Close and lasting relationships with other Roundtable directors.
- Scheduled conference calls to stay in touch between meetings.
- Unlimited phone consultation with Qm² staff.
- Self-assessment tools and materials to help you better understand yourself.
- Management Briefings—concise, practical handouts on critical management topics

Qm² has Roundtables based in Baltimore; Washington, DC; New England; St. Louis; Chicago; and New Orleans

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