

THE MORAY
SOCIETY

ELGIN
MUSEUM

**Staff,
Moray Society Board members,
Elgin Museum Management
Committee members,
and Volunteers**

HANDBOOK 2019 edition 2

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**WELCOME TO THE MORAY SOCIETY AND ELGIN MUSEUM:
INFORMATION FOR STAFF, BOARD AND ELGIN MUSEUM MANAGEMENT**

COMMITTEE MEMBERS AND VOLUNTEERS

Accreditation: The UK Museums Accreditation Scheme is administered in Scotland by Museums Galleries Scotland (MGS) on behalf of Arts Council England (ACE). The aim of the scheme is "to identify a minimum level of standards and to encourage improvement through planning." Accreditation is a requirement for applications to many grant schemes, for allocation of Treasure Trove, and to demonstrate the Museum's status. Elgin Museum's accreditation was renewed in 2014, and the next application is due in Dec. 2018. To maintain accreditation, we must continue to fulfil the standards set for Organisational Health, Collections and Users and their experience. (File: "Accreditation 2018" on office shelf).

Collections Development Policy (formerly "Acquisitions and Disposals Policy"): This states the Museum's aims and objectives, describes the present collection, and lays out the circumstances in which we will acquire or dispose of objects. Constraints of available space and collection care resource both limit what the Museum can accept. The policy essentially restricts us to collecting objects relating to Moray. We also have informal agreements about our geographical collection area with Moray Council Museums Service and Aberdeen University. (File: "Policies and Procedures" on office shelf.)

Activities, Publicity and Marketing Committee: A Committee reporting to Elgin Museum Management Committee (EMMC). Key activities are the winter lecture series and conferences. The remit also includes promotion of the Moray Society and the Museum. Meetings are held as and when required and a modest income is generated from activities. The activities depend on the input of Committee members and have included musical evenings and outings. (File: "Policies and Procedures" on office shelf.)

Charity number: The Moray Society is a registered charity, number: SC017546. Quote this in all correspondence and documentation.

Civic Committee: A Committee of the Moray Society, reporting to the EMMC. The remit includes promotion of the care of the built and natural environment of Moray. The committee is in abeyance for lack of a convenor.

Collections Care: Evidence of the proper care of the Museum's collections is required for Accreditation. The responsibility for this is with the EMMC. Much of the day to day work is carried out by volunteers under the supervision of the Museum Assistant. This includes documentation and conservation of the objects in the Museum's care, regular checks and environmental monitoring and control. (File: "Collections Care Policy", "Collections Care Plan" and individual advice files on office shelves.)

Committees: Membership of all Committees (other than the Finance Committee) is by invitation of the Convenor of the Committee. Any Moray Society member who is interested is encouraged to contact the Committee's Convenor.

Curator: The Moray Society is currently unable to afford the salary of a curator. Doug MacBeath, Curator at The Museum on the Mound, Edinburgh acts as Museum Mentor, as required for Accreditation.

Custodian: In the open season, there are two volunteers on duty, on a rota. The Custodian is based in the entrance hall, and the duties include admitting visitors, promoting the shop and the Visitors' Book, answering queries and keeping a tally of visitor numbers. The desk must be manned at **all** times for security. The Gallery Assistant works in the Museum galleries, ensuring safety and security and generally helping visitors to the Museum. (File: "Information for Volunteers" at the front desk.)

Disclosure: www.mygov.scot/disclosure-types Staff who work directly with children and vulnerable adults are required to be disclosed. Our volunteer led children's activities are carried out

when parents are present, and unaccompanied children are not allowed in the Museum, so volunteers are not routinely required to be disclosed. Any disclosures required will be handled by the EMMC. However, all should be aware of appropriate behaviour and in particular, should not pay close attention to individual children except when the children are accompanied by parents or guardians. (File: "Policies and Procedures" on office shelf.)

Documentation Procedural Manual: It is a requirement for Accreditation that museums adhere to the SPECTRUM minimum standard for documentation for the primary procedures: Object Entry, Acquisition, Location and Movement Control, Cataloguing, Object Exit, Loans in, Loans out. Anyone working with the Museum's collection must be aware of and follow the procedures in the Manual. Chaos ensues if objects are in the Museum without appropriate identification, location and a paper trail. (Red file: "Documentation Procedural Manual" on office shelf.)

Learning and Access Officer: The post depends on external grant funding. Jen Kelshaw started in post in January 2018. The remit of the post can include visits to and by schools, youth and older people's groups, family and intergenerational activities, the preparation of related policies and resources and generally promoting the museum for education at all levels and across all age ranges.

Elgin Museum Management Committee (EMMC): A Committee of the Moray Society, reporting to the Board which devolves day to day management of the Museum to the EMMC. The EMMC meets six times a year and the Minutes are posted on the Moray Society notice board. The convenor is Bill Dalgarno. (File: "Policies and Procedures" on office shelf.)

Emergency Plan: It is the responsibility of all staff, volunteers, EMMC and Board members to keep themselves familiar with the emergency plan, for their own safety, and that of visitors, and for the care of the buildings and Museum collection. A summary of actions in emergencies is displayed near the phones and in the Volunteers' file. Stuart Huyton is Emergency Plan Volunteer. See also "Fire". (File: "Emergency Plan" in safe.)

Finance Committee: A Committee of the Moray Society. The key activity is advising the Board and EMMC on spending and other financial matters. The Convenor is the Company Secretary and Treasurer. Members are, ex officio, the Moray Society President, Vice-President, and the EMMC Convenor. (File: "Policies and Procedures" on office shelf.)

Fire: The Chubb fire alarm is monitored and linked to the Fire Service. It is the responsibility of all staff, volunteers, EMMC and Board members to be aware of the fire procedures, fire alarms and extinguishers (plan in office doorway) and to attend an annual fire drill. If in doubt, speak with the Emergency Plan Volunteer or EMMC Convenor. (Files: "Emergency Plan", "Chubb Fire Log Book" on office shelf.)

External Funding Coordinator: Edna Cameron, the Coordinator, advises on funding opportunities available to the Moray Society, oversees grant applications and supports fund raising events. Suggestions for possible fundraising and grant opportunities are welcome.

Gallery Assistant: In the open season, there are two volunteers on duty, on a rota. After reception by the Custodian, visitors are taken into the Museum by the Gallery Assistant, and given a welcome and orientation. The Gallery Assistant floats as necessary to answer questions and ensure the galleries are clean, tidy and secure. (File: "Information for Volunteers" at the front desk.)

Health and Safety: It is the responsibility of all staff and volunteers to keep themselves familiar with the Health and Safety policy, and use their common sense to safeguard themselves and visitors. If in doubt, speak with the Health and Safety Volunteer, Janet Trythall, to whom all incidents must be reported. (Files "Health and Safety Policy", "Lone Working Policy" and "Incident Reports" on office shelf.)

Janitor: Part time post, Wednesday to Saturday, which includes keyholder and cleaning duties and

Saturday Custodian / Gallery Assistant. The Janitor is Peter Manson. When he is on holiday, volunteers are kindly asked to help with keeping the Museum clean and tidy.

Keyholders: Museum keyholders sign an agreement. They are the Museum Assistant, Janitor, Convenor of the EMMC, and at least three other members of the EMMC. Keys and passwords must not be shared. See monthly rota for the named person to contact in case of emergency. This will normally be the keyholder who opened or will be closing. **Volunteers on duty must ensure they know how to call a keyholder in an emergency if the Museum Assistant is not on site.**

Loans in: The policy on loans to the Museum lays down the reasons for which they are permitted; the documentation procedure requires a signed agreement with the lender. In brief, loans must be for a finite period, and other than in exceptional circumstances, the loan will be for a specific temporary display. The reason for caution is that the Museum is bound to give the same standard of care to a borrowed object as to any object in its collection; this might involve the Museum in expenditure of money or resource, and yet the Museum is not the owner. Loans out of the Museum require similar procedures to be followed. Red file: "Documentation Procedural Manual", "Loans in" and "Loans Out" on office shelves.

Moray Heritage Connections: This umbrella group for museums and heritage groups in Moray, both in the Council and independent sectors, meets four times per year. Elgin Museum is a member and Bill Dalgarno is currently Treasurer. Training and visits are arranged for member organisations' volunteers.

Moray Society: This is the body that owns Elgin Museum, and is a company limited by guarantee and not having share capital. Company number 106529. Some of the Society's other aims and objectives are fulfilled through committees. Membership is by subscription and open to anyone supporting the aims and objectives. All members are encouraged to volunteer both in the Museum and on the Committees and all volunteers are encouraged to join the Moray Society. A Newsletter is published quarterly. (File: "Policies and Procedures" includes the 2017 Constitution on office shelf.)

Moray Society Board: This is the Society's governing body. Membership is by election at the AGM in April and anyone interested in standing should contact the President. The Office Bearers are the President, Vice-President, Treasurer/Company Secretary and, ex officio, the EMMC Convenor. The President of the Moray Society is also Chairman of the Board. The Board meets quarterly. Minutes are posted on the Moray Society Notice Board near the window. (File: "Trustees" on office shelf.)

Moray Society Membership: Members of the Moray Society have access to the (non-lending) library and other archive resources of the Museum and Society for research, and pay a member's reduced rate for events and photocopying. Membership is open to all who support the aims of the Society and pay an annual subscription – see current application form. There is a special "deal" available to new members who sign a standing order payable from the following January. Members' support of the Museum, through involvement in the life of the Society and their subscriptions, is fundamental to the Museum's continued existence.

Museum Assistant: This is a part-time post. Heather Townsend works all day on Mondays and Tuesdays and on Wednesday mornings. Her main work is with the collections. The line-manager is the EMMC Convenor. (File: "Policies and Procedures" on office shelf.)

Museums Galleries Scotland (MGS): MGS is a membership organisation offering support, including training and advice, to museums and galleries throughout Scotland. It is the main conduit for Scottish Government funding to the sector and administers Museum Accreditation in Scotland on behalf of Arts Council England. Membership no. RD33.

Number 3, High Street: The Moray Society owns the building next door to the Museum. The building is part of a feasibility plan for the whole built fabric of The Moray Society; it requires

extensive repairs and a plan for its effective repurposing. The Museum uses the cellar under the shop as a store.

Object Entry: Anyone offering any object to the Museum for any purpose, including identification, must be treated with due consideration but objects must only enter the Museum in accordance with the Museum's procedures. The appropriate documentation must be completed. If you have not had training in this and there is no-one available to help you, complete an enquiry form and ask the person to return with the object and preferably contact us via email. (Red file: "Documentation Procedural Manual", and "Object Entry" and "Object Exit" files on office shelves.)

Recognition: The Museum's collection of local fossils and associated archive has been Recognised as of special significance by the Scottish Government. This makes us eligible to apply to the Recognition Fund for grants for the collections' care and promotion. There is a Volunteers' Geology Group which is open to all who are interested.

Security: The Moray Society has a responsibility for the safety of staff, volunteers and visitors, and for the buildings and the objects in its care. The building, stores and some individual display cases are on a coded intruder alarm linked to the Elgin Police Station; in addition, there are some stand-alone alarms, including a personnel alarm. Visitors are not admitted unless there are two members of staff or volunteers on duty. There is a CCTV system. In case of accidental triggering of the alarm, and there being no keyholder on site, contact one of the keyholders who will instruct you how to enter the code into the alarm panel. The Buildings Volunteer is coordinator.

Side Hall: This is primarily used by the Museum for lectures, family events and school groups but is also available for use (for a donation) by community and other groups. Gayle Henderson coordinates bookings and is also Shop Volunteer. (Tariff by office phone; see diary for existing bookings.)

Venue: Elgin Museum is licensed for the celebration of weddings and civil partnerships, and is available, subject to conditions, for hire for private and corporate events. (Files: "Weddings" and "Wedding bookings" on office shelf.)

Volunteers: Volunteers are the backbone of the Moray Society and the Museum. They are encouraged to take part in whatever aspect of work they feel would best suit them, and to be active in giving feedback to the EMMC. There are three Volunteers' notice boards in the Outer Office where forthcoming events, minutes of meetings and other news are posted. The Volunteer Coordinator (Mentor) is Jenny Cook and she is the volunteers' first port of call. There is a set of policies relating to, for example, volunteer agreements and grievance procedures. Heather Cruickshank is Volunteer Coordinator (Rota) and organises the front of house cover. (Files: "Policies and Procedures" on office shelf; "Information for volunteers" at front desk.)

Volunteers are needed and welcomed both for front of house duties in the open season and for more backroom work all year round: curatorial (cataloguing, checking boxes from store), secretarial, preparation for Accreditation, exhibition projects, assisting with outreach and school visits, etc.

Other jobs, according to an individual's interests and skills are arranged through the EMMC Convenor or the Museum Assistant – or, alternatively, ask anyone on the EMMC who should be able to direct you to something that will be of interest and needs to be done. Do ask!

Training is available in house and externally e.g. via www.museumgalleriesscotland.org.uk - their free bulletin is available via inform@museumgalleriesscotland.org.uk. See posts on the notice board. Induction sessions for Museum Volunteers are held each spring.

Most volunteers are Moray Society members, but we realise that non-members may well want to try out volunteering before committing to membership.

The 100 Club is organised by Mary Shand and new “shareholders”, who must be members of the Moray Society are always welcome. Shares are £10 per annum and there are four draws per year. Contact Mary via the Museum to join.

Who's who and list of post holders in The Moray Society and Elgin Museum @ 11/3/2019

POST	PERSON
Activities, Publicity and Marketing Committee, Convenors	Janet Trythall/Mary Shand/Stewart Halkett
Archaeology Volunteer	Janet Trythall
Buildings Volunteer	Rob Wallen
Cashier	Ritchie Mabon Deputy – Bill Dalgarno
Civic Committee, Convenor	VACANT
Disclosure Officer	Via EMMC
Editor, Newsletter	Bill Dalgarno
Emergency Plan	Stuart Huyton
Environmental monitoring	Hazel Jamieson
External Funding Coordinator	Edna Cameron
Finance Committee, Convenor	Graham Robertson
Fire Officer	Bill Dalgarno
Geology Group Secretary	Alison Wright
Health and Safety	Janet Trythall
Janitor (P/T)	Peter Manson
Keyholders	Alison Wright Bill Dalgarno, Claire Herbert Edna Cameron Gayle Henderson Heather Townsend Janet Trythall Jennifer Kelshaw Mary Shand Morag Macdonald Peter Manson Ritchie Mabon Rob Wallen
Learning and Access Officer	Jennifer Kelshaw
Librarian	Sara Marsh
Membership Secretary	Bill Dalgarno
Moray Heritage Connections Representative	Bill Dalgarno
Moray Society Company Secretary and Treasurer	Graham Robertson
Museum Assistant (P/T)	Heather Townsend
Museum Collection Database	Ritchie Mabon
Museum Management Committee, Convenor	Bill Dalgarno

Museum Mentor	Doug MacBeath
Oral History	VACANT
President, The Moray Society	Grenville Johnston
Prize Draw (100 Club)	Mary Shand
Recognised Collection (Fossils)	Janet Trythall
Shop Manager	Gayle Henderson
Social media	Claire Herbert (Twitter) Jen Kelshaw (Facebook, Instagram)
tsiMORAY link person	Janet Trythall
Vice- President, Moray Society	Janet Trythall
Volunteer Coordinator (Mentor)	Jenny Cook
Volunteer Coordinator (Rota)	Heather Cruickshank
Webmasters	Claire Herbert Bill Dalgarno

Moray Society Board

Grenville Johnston (President)
 Claire Herbert (Vice President)
 Graham Robertson (Co Secretary & Treasurer)
 Edna Cameron
 Bill Dalgarno
 Stuart Huyton
 Rebecca Russell
 Mary Shand
 Donna Skelly
 Janet Trythall
 Caroline Webster

Board meetings held quarterly. AGM is last Friday in April.

Elgin Museum Management Committee

Bill Dalgarno (Convenor)
 Edna Cameron
 Gayle Henderson
 Graham Robertson
 Heather Townsend
 Janet Trythall
 Jenny Cook
 Mary Shand
 Rob Wallen
 Stewart Halkett

In attendance: Doug MacBeath, Museum Mentor
 ex officio Grenville Johnston (President)

Meetings held Tuesday every 2nd month.

Finance Committee (ex officio)

Graham Robertson (Convenor)

Grenville Johnston

Claire Herbert

Bill Dalgarno

Edna Cameron (External Grants Coordinator)

Meetings held 3 or more times annually, as decided by the Committee

Activities, Publicity and Marketing Committee

Janet Trythall and Mary Shand (Convenors)

Bill Dalgarno

Linda Duncan

Claire Herbert

Stewart Halkett

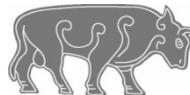
ex officio Grenville Johnston (President)

Meetings as decided by the Committee

External Funding Coordinator

Edna Cameron

Civic Committee (in abeyance)



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October 2019

Charity No. SC017546: Company No. 106529