**MMA Colleague Circles**

The Michigan Museums Association seeks to help the Michigan museum community thrive by connecting our members with expertise and best practice. There are many resources available to do this, but we believe that one of the best resources is the Michigan museum community itself. To that end, we have created a program to support smaller clusters of members who want to connect and gather on a regular basis throughout the year.

Colleague Circles provide opportunities for MMA members to engage with each other in smaller groups focused on shared expertise, experience, or interests.  Groups can focus on content areas, geographic location, job type, career stage, institutional focus or size, or other commonality.

Any member can propose a group and membership is open to any current MMA member that meets the group criteria. Groups will be initially approved by the MMA Board of Directors and reviewed annually.

MMA will provide the group with public communications tools (website, e-newsletter), private online workspace (Basecamp or closed page on website), meeting time and space at the conference, and event support including registration.

Groups will provide their own leadership, host at least one in-person gathering in addition to at the conference each year (can be public program or closed meeting), communications as requested (info for e-newsletter, blog post, etc.) and recommendations for conference sessions, workshops, and professional development opportunities.

Sub-groups of other groups or organizations are welcome, but clarification will be needed to determine the relationship between the two groups and their members. All official members of the MMA Colleague Circle need to be members of MMA, as individual or part of an institutional membership.

Proposals should be submitted to the MMA Executive Director at lcbrisson@michiganmuseums.org at any time. Approval process may take several months.

Please contact the MMA office with questions or assistance in forming group.

**MMA Colleague Circle
Proposal Form Instructions**

**Group Name:**

*What is the* *name MMA will use in referring to this group? If you are affiliated with another organization or group, this group should have at least a slightly different name.*

**Group Purpose:**

 *In a short paragraph, please explain the purpose of the group and why is it coming together.*

**Membership Criteria:**

*Who can be a member of this group?*

**Meeting Plan:**

*MMA will provide a meeting time and space for the group at the conference, and also asks that you meet at least one other time throughout the year. What do you envision this meeting to be? (Private planning or networking for the group, public networking event or workshop, or something else) What MMA resources might you need to hold it? (Online registration, finding speakers, etc).*

**Communications Plan:**

*How do you want to communicate with the members of the group as well as to the general public or MMA membership?*

*MMA will provide the use of the back-end of our website for posting information to members of the group (MMA login required) or members can have a project within MMA’s Basecamp. Which of these, if any, would you want to use, and how would you use it?*

*MMA will also provide a public page for the group on the MMA website. What would you want posted there and who would be in charge of sending MMA the information or updating the page?*

**Other:**

*What else would be helpful to know about your group?*

*If you are affiliated with another organization, how will the MMA group be different from the that group? Since Colleague Circle members have to be MMA members, how will you address other group members who are not MMA members?*

**Contacts:**

*Please provide contact information and a letter of commitment from the MMA member who will be the Group Coordinator, including a two-year commitment to the group to provide a stable establishment process. Please also include contact information and letters of support for at least five MMA members who are likely participants in the group.*

**MMA Colleague Circle
Proposal Form**

**Group Name:**

**Group Purpose:**

**Membership Criteria:**

**Meeting Plan:**

**Communications Plan:**

**Other:**

**Contacts:**

Group Coordinator:

Name
Organization
Email
Phone

Initial Members:

Name
Organization
Email
Phone

Name
Organization
Email
Phone

Name
Organization
Email
Phone