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Step 1: Assemble a Working Group

Form a small group that represents several kinds of people involved in the museum, including staff, board members, and volunteers. The goal of the Working Group is to help steer the museum through the *Engaging your Community* process.

Size: 5-10 people

Composition: Staff, Board, Volunteers. Diversity is important so ensure there is a representative balance between staff, board members and volunteers. Ensure someone in the group has the authority to approve decisions as they are made by the group.

Criteria: Working Group members need to have an interest in deepening the relationship between the museum and the community and must be available for the duration of the project.

Helpful resources:

[Sample terms of Reference](#)