

## 3

## Step 3: Working Group Orientation

Orient your Working Group to the purpose in undertaking the *Engaging your Community* process, discuss the goals of the group and get aligned, and schedule the sessions and meetings for the duration of the project.

### Orientation Agenda:

1. Welcome and introduction
2. Review the *Engaging your Community: A Toolkit for Museums Overview*
3. Discussion: What do you hope to discover or do through this process and how will it inform your work?
4. Discussion: What internal or external triggers are relevant to your museum? (Use the [Possible Triggers](#) list)
5. Discussion: The state of Community Engagement (See the [Community Engagement Resource](#))
  - Are there organizations in your community demonstrating exceptional leadership in community engagement?
  - What are the success stories and what does success look like?
6. Schedule tasks, sessions and meetings:
  - Group Self-Assessment
    - Task: Gather Background Information (1 team member, approx. 3 hours)
    - Meeting: Group Self-Assessment (working group, 3 hour meeting)
  - Community Consultation
    - Task: One meeting to schedule the consultation sessions, firm up logistics and invite participants (Working Group)
    - Session: Facilitate Community Consultation sessions – One ¼ day session or three 2-hour sessions (working group, community participants)
    - Meeting: Working Group debrief and follow up (2 hour meeting)
  - Plan for the Future
    - Meeting: Planning meeting (2-3 hour meeting)
7. Develop the Terms of Reference for your Working Group (optional)

### Helpful resources:

[Possible Triggers](#) for undertaking the *Engaging your Community: A Toolkit for Museums* process  
[Community Engagement Resource](#)  
[Sample Terms of Reference](#)