

GT 2.3 Groups three-year plan

Within the **three year plan**, groups can identify particular activities they wish to carry out over a three year period. The plan also enables IfA staff to see what may be coming up each year across all the groups, allowing us to schedule time needed for support. Staff are there to help groups undertake activities where required, but we may need some advance warning. Our Groups toolkit provides additional documentation and guidance – from the events planning checklist, through to the funding request form, we hope we have everything covered. If we don't, your first point of call will be Lianne or Jen (whoever is your Groups allotted Member Services Coordinator), who will be happy to help.

The three-year plan is a simple table of information within which groups can indicate what activities they plan to undertake over a three year period. A list of common activities is provided, but others can be added to the bottom of the table. Groups can indicate an intention to hold an event without needing to identify specific themes or details (although rough ideas are always useful).

A fourth year column is included in case the plan is put together towards the end of one year, or if anything needs to be noted to be included in following plans.

The three-year plan is not fixed – and there to provide a rough outline not a regimented timetable. There are some activities which we feel groups should undertake (such as producing a newsletter or bulletin to keep members informed) and occasionally IfA Council may request the group undertake particular activities.

Ideally the plan should be adopted by the committee and group members at the group's AGM. A simple outline plan is provided on the next page.

Guidance for each type of activity will be provided within Section 3 of the Groups Toolkit (www.archaeologists.net/groupstoolkit).

Three-year plan

Group

IfA Special Interest Group for Archaeological Archives

Period of three year plan (eg April 2014 – April 2016)

April 2014 – April 2017

Date plan adopted (at AGM)

April 2014

Current membership

IfA members – 409 Non IfA members – 46

	Year one	Year two	Year three	Year four
Committee meetings				
Spring	04/2014	01/2015	01/2016	01/2017
Summer	09/2014	04/2015	04/2016	04/2017
Winter	12/2014	09/2015	09/2016	09/2017
Membership				
Recruitment (IfA members)	409	420	430	440
Recruitment (non IfA members)	46	46	48	50
Competency matrix	Will begin discussions July 2014	Ongoing	Completed	N\A
Events				
AGM date/month	30/04	April/May	April/May	April/May
AGM event	Collecting Archaeology	Archive Theme TBC	Archive Theme TBC	Archive Theme TBC
IfA conference session	No	Yes – Future of your Profession.	No	Yes
CPD workshop(s)	1.05/2014 –Good Practice 2.06/2014 – Good	1.TBD 2.	1.TBD 2.	TBD

	Practice			
Day conference	Yes	No	Yes	NO
Members				
Subject survey	Feedback from workshops	Who's working with Archaeological Archives	Archive Theme	Archive Theme
Communications				
Bulletin	Spring Summer Winter	Spring Summer Winter	Spring Summer Winter	Spring Summer Winter
Social media (LinkedIn/ twitter/ facebook)	Facebook Increase followers by 10%	Facebook Increase followers by 10%	Facebook Increase followers by 10%	Facebook Increase followers by 10%
Group e-mail	G-mail Push via bulletin	G-mail Push via bulletin	G-mail Push via bulletin	G-mail Push via bulletin
Publicity				
Group banner	Yes	Yes	Yes	Yes
Group Postcard	Investigate	Potentially Yes	Potentially Yes	Potentially Yes
Website	Keep up to date with events and minutes	Keep up to date with events and minutes	Keep up to date with events and minutes	Keep up to date with events and minutes
TA Article	Submitted in previous year	No	Preparation	Publication
HEPP Article	Preparation	Publication	No	No