

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 ClfA 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 need some advance warning. Our Groups toolkit (www.archaeologists.net/groupstoolkit) 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, Kerry or Anna (whoever is your Groups allotted 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 ClfA 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 the Events, activities and projects proposal form (GT5.1).

Three-year plan**Group**

Archaeological Archives Group

Period of three year plan (eg April 2016 – April 2019)

April 2017-April 2020

Date plan adopted (at AGM)14th March 2018**Current membership numbers**

CIfA members – 577

Non CIfA members – 31

	Year one	Year two	Year three	Year four
Committee meetings				
Spring	May 17	May 18	May 19	May 20
Summer	Sept 17	Sept 18	Sept 19	Sept 20
Winter	Jan 18	Jan 19	Jan 20	Jan 21
Membership				
Recruitment (CIfA members)	577	581	591	601
Recruitment (non CIfA members)	31	35	40	45
Competency matrix	N/A	review	N/A	review
Events				
AGM date/month	March 17	March 18	March 19	March 20
AGM event	Are Archaeological Archives relevant?	Collaboration	Archives theme tbc	Archives theme tbc
CIfA conference session	N/A	Selection Toolkit CPD	N/A	CPD workshop
CPD workshop(s)	1. AGM event	1. CIfA CPD	1. AGM event	tbc

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	2.	workshop 2.AGM event	2.	
Day conference	March 17	March 18	March 19	March 20
Members				
Group member survey	N/A	'negative archives'	tbc	
Subject survey	N/A	'negative archives'	tbc	
Communications				
Newsletter (how many & when)	3 per year after committee meeting	3 per year after committee meeting	3 per year after committee meeting	3 per year after committee meeting
Social media (LinkedIn/ twitter/ Facebook)	Increase followers by 10%	Increase followers by 10%	Increase followers by 10%	
Publicity				
Group banner	Take to conferences and events as needed			
Group leaflet	Take to conferences and events as needed			
Website	Continue to update regularly.			