

# A practical guide to The Chartered Institute for Archaeologists

Alex Llewellyn BSc MCIfA (4753)  
Head of Governance and Finance, ClfA

*Following on from Peter Hinton's review of the impact of chartered status on advocacy work and Jan Wills' explanation of ClfA's vision and ambition, this article explains how ClfA works – and how you can help shape the work we do.*

## Governance

The next 12 months will be a developmental year as we implement the ClfA governance regime, and it will be important to review the progress, systems and communications of this as we go. It might not sound like the most exciting topic for an article in *TA*, but it is important to ensure that our members understand how the new structure for ClfA works and how we intend to comply with the regulations set out for this.

The governance of the Chartered Institute for Archaeologists is set out in the Royal Charter. This governance structure has replaced the old structure (as set out in the Memorandum and Articles of Association of the Institute of Field Archaeologists) following ClfA's first AGM on the 9 December 2014.

## Board of Directors

The new structure has as a Board of Directors, which has responsibility for ClfA and our compliance with the Royal Charter.

The ClfA Board is smaller than the previous IfA Council, comprising a maximum of 12 members rather than 21 elected members. The new Board has business, fiduciary and legal responsibilities for ClfA (such as monitoring financial performance, health and

safety, employment of staff, and strategic development) and will take decisions in the best interests of the objectives of the Chartered Institute.

The Board includes eight accredited members of ClfA who have been elected by members. In addition, the Chief Executive of ClfA and another staff member (currently the Head of Governance and Finance) are staff representatives on the Board. The Board also has the option to coopt two further individuals (who do not have to be members of ClfA) to offer specific advice to the Board, for example legal or HR advice.

## Advisory Council

To support the Board of Directors, the much larger Advisory Council is in place to help inform decisions on policy and strategy. The Advisory Council is made up of 20 elected accredited members via the AGM process, and up to 20 representatives from ClfA's Area and Special Interest Groups.

It is hoped that this structure will ensure that all our members feel more involved with discussions of strategy and policy for ClfA, and that their views are better represented. We also intend to disseminate discussions widely to achieve a more effective engagement on current issues with the wider membership.

## How to get involved

As with most professional institutes, ClfA relies on the support and involvement of its members. At the moment we have c 200 people volunteering for ClfA through involvement in the Board of Directors, Advisory Council, Area and Special Interest Group committees, Validation and Registration committees, and other committees, working parties and panels.



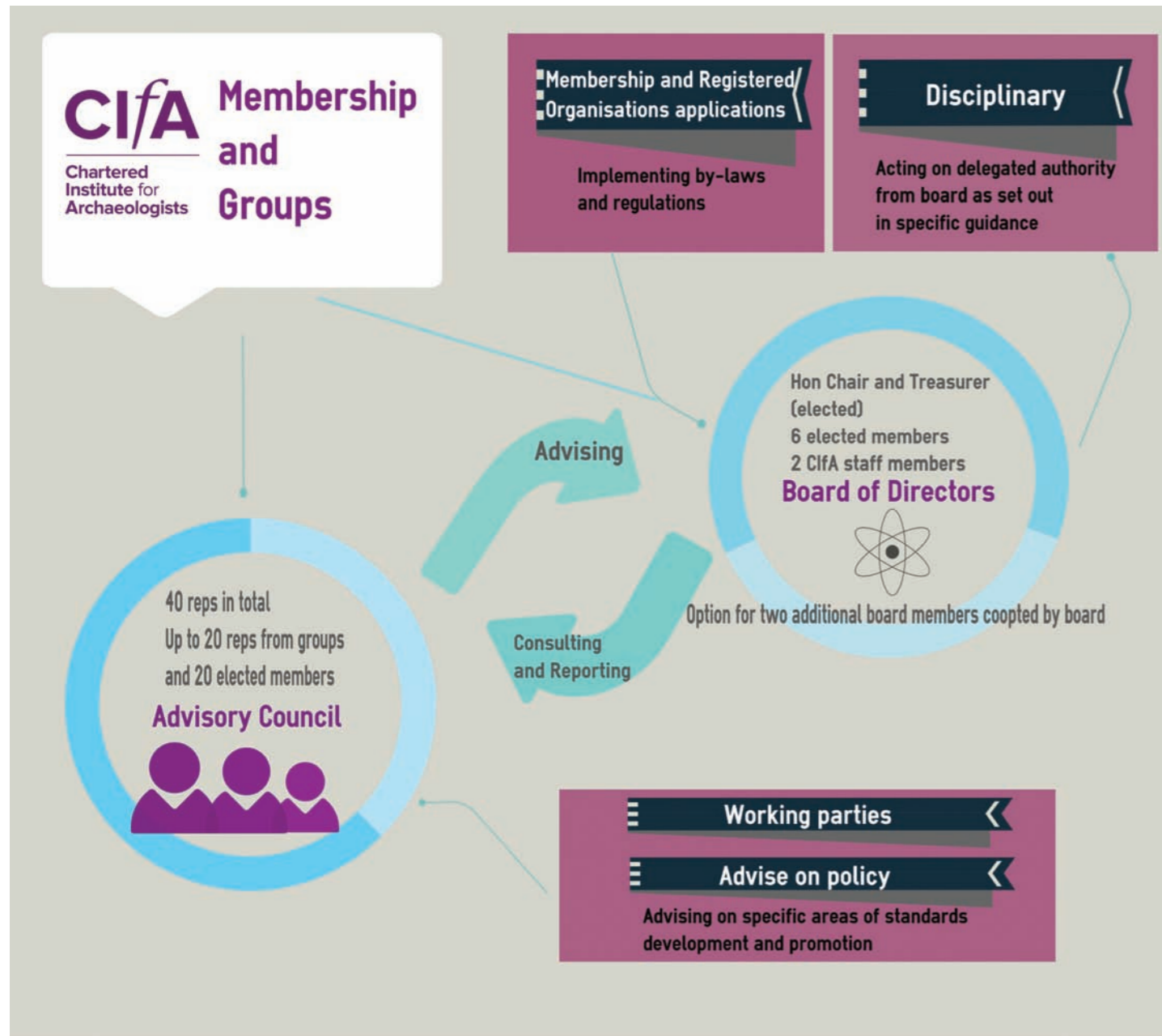
Without these volunteers we would not be able to carry out the work of the Institute, regulate the profession, and continue to develop our standards through the specialist input our volunteers provide.

By volunteering for the Institute you have the opportunity to input directly into the

development of the profession, as well as opening up great opportunities for your CPD. Volunteering for ClfA can take many shapes, and involve different levels of commitment. This can be anything from responding to our short member surveys to offering a few days a year to take part in inspection visits to Registered Organisations.







If you feel you can commit more time, many of our volunteers are involved in assessing applications for membership by sitting on our Validation committee, or being involved on our group committees. Members can get involved in any of these activities at any time during the year, subject to the procedures to be nominated for the positions.

Election to the Board of Directors and Advisory Council happens as part of the AGM cycle, and if you are interested in these you will need to stand for election when the call for nominations is issued in August/September.

If you would like to find out more about becoming involved in ClfA activities, please contact [admin@archaeologists.net](mailto:admin@archaeologists.net) for the various opportunities available.

**What is the difference between professional institutes, trade associations and trade unions?**

The practice of archaeology is not regulated by Government, and archaeology is therefore a self-regulated profession. The Institute was established to set the standards for this regulation through documented *Standards*

and guidance and policy statements, a *Code of conduct*, entry criteria and other regulations for professional archaeologists.

The purpose of these standards is to ensure that archaeology is carried out in the best interests of the public. ClfA also has the role of policing the adherence to these standards by professional archaeologists and organisations that become members and sign up to the *Code*.

The self-regulation of the archaeological profession is carried out by peer review. Archaeologists who are accredited members of ClfA 'own' the standards to which we expect the profession to adhere; ClfA members set the criteria for new members and registered organisations, and ClfA members police the adherence of these standards through professional conduct regulations and involvement in complaint and sanctions panels. When people ask what the Institute is doing to raise the standards within archaeology, they are asking this of **all** the accredited members of ClfA.

This is the role that all professional institutes carry out for their professions.

ClfA also exists to develop the profession through the promotion of Continuing Professional Development (CPD) and training to members and employers, and to promote the work of the Institute and its members through advocacy to clients and stakeholders. These functions overlap with the role of trade associations, and ClfA works closely with FAME on common activities.

Through these activities ClfA also aims to improve the working conditions for archaeologists. Principle 5 of our *Code of conduct* sets out the rules we expect members and Registered Organisations to adhere to in terms of recognising the aspirations of employees, colleagues and helpers with regard to all matters relating to employment, including career development, health and safety, terms and conditions of employment and equality of opportunity.

Through the Registered Organisation scheme, we assess how organisations are meeting these rules, how they motivate and retain skilled staff to ensure they meet the standards set by ClfA, and deliver quality work. These rules are also binding for all accredited members who employ archaeologists, even if they are not part of the Registered Organisation scheme.

As part of our work to improve working conditions, we set out an employment package and make recommendations on starting salaries and salary minima for professional archaeologists. It is not the role of a professional institute to negotiate pay, however, as this duty falls to trade unions. Again ClfA works closely with Prospect to offer advice on what we expect pay and working conditions should be for professional archaeologists. Trade Unions also seek advice on these issues from Trade Associations (employers and businesses).

For the archaeological profession Prospect (trade union), FAME (trade association) and ClfA (professional institute) have issued a statement outlining our common support for improving pay for archaeologists (see [www.archaeologists.net/practices/pay](http://www.archaeologists.net/practices/pay)). To support this common initiative, all three parties have established an industry group to facilitate the ongoing discussion of pay and conditions.

We have also set out ClfA's action plan in support of this statement, which provides details of the things we intend to do to address this issue. We will use the opportunity of chartered status for the Institute and discussions about chartered status for individuals to promote the work of archaeologists and the importance of accreditation within our sector and beyond.

*We will use the opportunity of chartered status for the Institute and discussions about chartered status for individuals to promote the work of archaeologists and the importance of accreditation within our sector and beyond.*



Alex Llewellyn

