

**CHARTERED INSTITUTE FOR ARCHAEOLOGISTS
BOARD OF DIRECTORS LAY DIRECTOR RECRUITMENT**

INFORMATION FOR CANDIDATES FOR CO-OPTION AS A LAY DIRECTOR OF CIFA

About Cifa

Cifa is the leading professional body representing archaeologists working in the UK and overseas. We promote high professional standards and strong ethics in archaeological practice, to maximise the benefits that archaeologists bring to society. We are the authoritative and effective voice for archaeologists, bringing recognition and respect to our profession.

Cifa represents the interests of archaeology and archaeologists to government, policy makers and industry. It has an ethical code to which all accredited members subscribe, and it sets standards and issues guidelines. It improves archaeologists' career prospects by promoting and providing CPD, by supporting pathways to accreditation, and by informing them of developments in professional practice. Through its accredited members and its Registered Organisations scheme, Cifa raises standards of work: it acts as the self-regulating body for the archaeological profession.

- Archaeology adds value to industry and to society.
- Cifa champions professionalism in archaeology by setting standards, measuring compliance, promoting best practice and sharing knowledge.
- Members of Cifa are accredited and skilled in the study and care of the historic environment.
- Accreditation in archaeology recognises the professionalism of practitioners, improves their careers and attracts new people into archaeology.
- Using accredited archaeologists assures clients that the work will meet their needs and the needs of the public.

Cifa was established in 1983 and since 2014 has been incorporated under Royal Charter (RC000874). Its Board of Directors comprises eight elected accredited members, two senior staff and two co-opted directors who are not archaeologists. The Board employs 13 staff (10.5 FTE), and is guided by an Advisory Council. Cifa has c 3200 members and 80 Registered Organisations. It has an annual turnover of c £700,000. It is currently in year seven of its second ten-year strategic plan.

The Role of Directors

The names of present directors can be seen at <http://www.archaeologists.net/organisation/council>

The following documents provide detailed information about the role of directors of Cifa:

- Regulations for the Board of Directors
<http://archaeologists.net/sites/default/files/BoardofDirectorsRegs.pdf>
- Board of Directors Induction Information
<http://archaeologists.net/sites/default/files/BoD%20Induction%20information2016.pdf>
- Conflict of Interest Policy
http://www.archaeologists.net/sites/default/files/Conflict_of_Interest_Policy2014_0.pdf
- Charter and by-laws
http://www.archaeologists.net/sites/default/files/Charter_and_bylaws_formatted.pdf

The Board of Directors usually meets six times per year, and in addition Board members will be invited to attend three meetings of the Advisory Council and the AGM. Communication takes place between meetings, and Board members may be asked to assist in various activities. Candidates should be prepared to give 12-18 days per year in this role.

All directors are expected

- to ensure that CifA complies with its governing document and any other relevant legislation or regulations
- to ensure that CifA pursues its objects as defined in its governing document
- to ensure that CifA uses its resources exclusively to promote all or any of the objects set out in its governing document
- to safeguard the good name and values of CifA
- to ensure the effective and efficient administration of CifA
- to ensure the financial stability of CifA and that it complies with the financial obligations defined in its governing document
- to protect and manage the property of CifA and ensure the proper investment of CifA's funds
- to ensure that proper external professional advice is obtained on all matters where there may be material risk to CifA or where Directors may be in breach of their duties
- to contribute actively to the Board of Directors and comply with the requirements set out in the Regulations for the Board of Directors

In addition, each member of the Board should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve scrutinising board papers, leading discussions (while giving due regard to matters of confidentiality), focusing on key issues, providing guidance on new initiatives or other issues in which the individual has special expertise.

Competencies required of directors

Particular characteristics and competencies sought from the co-opted directors include

- governance skills
- advanced skills in strategic and analytical thinking
- demonstrated ability to work collaboratively
- understanding means to ensure strategic growth in the UK and overseas
- being well networked in their sector
- being capable of and willing to promote the organisation, acting as an ambassador to their sector
- skills and perspectives from outside the archaeological discipline

All directors should

- have an understanding and acceptance of the legal duties, responsibilities and liabilities of directors
- have a commitment to the work of CifA
- have the willingness to devote the necessary time and effort to be able to carry out their duties
- maintain confidentiality and adhere to a high standard of conduct befitting a representative of CifA
- have strategic vision
- have good, independent judgement
- be able to think creatively
- be willing to speak their mind

- have the ability to work effectively as a member of a team
- accept the seven principles (Nolan's principles) of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- be prepared to provide information on these abilities and behaviours as part of the election process, and accept feedback during office

Liabilities

The liabilities of individual members of the Board of Directors of a chartered body are similar to those of directors of limited companies except that the liabilities are not limited. However, insurance cover is in place. It is the responsibility of a Board member to declare to CifA's insurers any material consideration that may affect cover.

Remuneration

These positions are unpaid, but reasonable travel and subsistence expenses are met by CifA.

Diversity

CifA is keen to improve its diversity and welcomes candidates from all backgrounds to the Board.

Ceasing to be a director

A person shall cease to be a member of the Board of Directors

- (i) if he/she becomes bankrupt or makes any arrangement or composition with his/her creditors generally
- (ii) if certified by a relevant professional as not having capacity under the Mental Capacity Act 2005
- (iii) if by notice to the Institute he/she resigns his/her office
- (iv) if he/she becomes prohibited from holding office by reason of any court order made under or any provision of any relevant legislation from time to time in force
- (v) if he/she is removed from office by a resolution duly passed pursuant to by-law 3.15
- (vi) at the end of his/her term of office

A member of the Board may be asked to consider their position if they are deemed to have been in breach of any of the aspects of the person specification.

All members of the Board of Directors are asked to attend an induction session and to sign that they have read and understood the legal duties, responsibilities and liabilities of office.

How to apply

Please complete the CifA Lay Director Application form and return to admin@archaeologists.net by **28 August 2017**.

Candidates are advised, with great gratitude for their interest in helping CifA, that this is a competitive process involving consideration of applications, interviewing and taking up of references. Interviews will be held on **20 September 2017**. The AGM is scheduled to take place at the end of October 2017.