

## GT2.1 Group profile

This document provides a record of the core objectives and activities the Group intends to undertake over three years, providing a useful planning tool for the committee and a means for group members, other committees, the Board of Directors and Advisory Council and CIfA staff to see what each group plans to achieve. The Groups profile should link to **CIfAs Strategic Plan** (GT1.1) and your **Group three-year plan** (GT2.3).

The **group profile** will be used to update your CIfA webpage and make sure group specific literature or marketing material is current. This document will be made available to all Group committees to enable each group to see what others are doing and to identify potential areas for collaboration.

Any feedback from groups on this document or on the CIfA Groups toolkit is welcome. Feedback can also be provided at Groups Forum which meets twice a year, or emailed to your group Member Services Coordinator (Lianne Birney, [lianne.birney@archaeologists.net](mailto:lianne.birney@archaeologists.net), Kerry Wiggins, [Kerry.wiggins@archaeologists.net](mailto:Kerry.wiggins@archaeologists.net) ) or Anna Welch ([anna.welch@archaeologists.net](mailto:anna.welch@archaeologists.net)).

### What is the Group profile?

The group profile will include the group name, a summary and a list of current committee members. The summary should be short (less than 100 words) and highlight the main interests of the group. This will be used on the group's web profile on the CIfA website. Unless you are a new group, there should already be a summary on the web pages (see <http://www.archaeologists.net/groups>). If there isn't one online, this can be updated at any time.

The web profile should also include the committee and AGM meeting minutes, any event details (past and present), past newsletters – anything that will be relevant to the group.

### Group summary examples

“The **International Practice Group** will provide a forum for archaeologists, historic environment and cultural heritage professionals working on international projects and initiatives (or based outside the UK and the Republic of Ireland), and advise CIfA on issues relevant to international practice of archaeological and cultural heritage management.”

“CIfA's **Information Management Group** represents the interests of professionals who work or have an interest in the area of information management. The group aims to promote standards and good practice relevant to the management of all aspects of historic environment and wider heritage sector information through the activities of CIfA.”

“**Diggers' Forum** (DF) is committed to creating a positive, sustainable and financially viable career for all professional archaeologists at all points in their career. The DF is a Special

Interest Group of the Chartered Institute for Archaeologists representing all archaeologists working out on site at whatever grade. Membership of the DF is open to all.

The DF was formed in 2004 to represent the views, aspirations and professional requirements of its members, in addition to campaigning for improvements in pay and conditions within the profession. The views of those new to a career in archaeology, or who are employed at the lower rungs of the job, are under-represented in the industry. It is a key aim of the Diggers' Forum to redress this balance and keep the issues and welfare of its membership at the top of CifAs agenda and publicised to the world beyond.

The Diggers' Forum will serve as a platform to provide up to date news and information to its members, as well as actively encouraging debate and involvement within the DF and CifA on the developing roles required of field-staff now and in the decades to come."

### Group committee

Guidance on how your committee is formed can be found in the **Regulations governing Area and Special Interest Groups** ([www.archaeologists.net/codes/ifa](http://www.archaeologists.net/codes/ifa); GT1.3) and in the general **Groups Guidance** (GT3.1) found in the **Groups toolkit** ([www.archaeologists.net/committee/groupstoolkit](http://www.archaeologists.net/committee/groupstoolkit)). For the group profile, it is important to maintain a current list of Committee members on the web profile. Any changes to the committee should be reported to the appropriate Coordinator so the information can be updated on the webpage and within CifA's own database. Committee members also gain access to CifAs website Committee pages, accessible via your member login details and it is important we keep access rights up to date.

### Group members

The number of members a group has will also be provided as part of the group profile, though not necessarily on the public webpage. The number of members is important as it relates to recruitment and retention figures, and the fee which non CifA members pay per annum is noted on the group's annual budget.

## Mission and objectives

The group objectives provide a focus for group activities, allowing members of the group to see what the overall aims of the Committee are. Clear objectives also help other groups see where overlaps exist and identify potential collaborations and provide Advisory Council with a clear idea of where the group will help meet CIfA's Strategic Plan. A group's objectives will include core objectives (shared by all groups) and group specific objectives.

### Core objectives (shared by all groups)

Core objectives are those common to all groups and which provide the basis for setting up and maintaining a network of area and special interest groups.

- Recruitment and retention of members represented by the group's area of interest
- Acting as a think tank for the delivery of CIfA's strategic plan
- Advising CIfA on appropriate matters, including consultations
- Producing papers; leading discussion and debate
- Contributing to *The Archaeologist*, *Historic Environment Policy & Practice* and other publications

### Group objectives (specific to each group)

Specific group objectives should (as far as possible) link group activities to CIfA's strategic plan (GT1.1 & 1.2), preferably referring particular aims within it. This is to help promote the work that groups do within the context of the broader strategic aims of CIfA. Ideally it would be useful for members and others to be able to see how group activities contribute more widely to the understanding, development and regulation of the profession.

### Examples

Where possible, highlighting **Strategic Plan Objectives (SPO)**. CIfA's Strategic Plan is available to all Group Committee members via the Groups Toolkit (GT1.1 & 1.2, <http://www.archaeologists.net/groupstoolkit>).

### Research and impact group

- Promotion of archaeological research to a wider professional/ non-professional audience (SPO2; SPO3)
- Dissemination of key concepts relating to impact of archaeological research and the historic environment (SPO2; SPO3)
- Identification of key archaeological research and methodologies which demonstrate and facilitate impact (SPO2)
- Development of engagement strategy for academic/ professional archaeologists (SPO1; SPO3)
- Creation of collaborative networks between professional, academic and community led archaeologists (SPO1; SPO3)
- Provision of a news and information regarding research funding and project opportunities (SPO3)

- A contact point for researchers in archaeology wishing to learn more about CIfA (SPO3)

### **Maritime Archaeology Group**

- Promote the advancement of maritime archaeological practice and individual professional development (SPO2; SPO3)
- Promote greater understanding of maritime archaeology within the wider archaeological community through the publication of technical papers and guidance documents (SPO2; SPO4)
- Organise seminars and conferences to act as a forum for the development and maintenance of good practice in matters relating to maritime archaeology (SPO1; SPO2)

### **Archaeological Archives Group**

- to focus upon issues relating to professional standards, best practice, advocacy and access (SPO2)
- to promote of awareness of archaeological archives within the profession (SPO3)
- to represent the interest of those working with archives to CIfA Council and in all CIfA activities (SPO1)
- to hold seminars and workshops to facilitate the above(SPO1; SPO2)
- to establish relationships with other groups associated with archaeological archives (SPO2; SPO3)