

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

FINDS GROUP

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

APRIL 2016 – April 2019

Date plan adopted (at AGM)

APRIL 2016

Current membership 902

IfA members –

Non IfA members –

	Year one	Year two	Year three	Year four
Committee meetings				
Spring	April 2016	April 2017	April 2018	April 2019
Summer	Sep 2016	Sep 2017	Sep 2018	Sep 2019
Winter	Jan 2016	Jan 2017	Jan 2018	Jan 2019
Membership				
Recruitment (IfA members)				
Recruitment (non IfA members)				
Competency matrix	Review and disseminate			
Events				
AGM date/month	April 2016	May 2017	May 2018	May 2019
AGM event	Conference	Finds conference	Finds conference	Finds conference

IfA conference session	Report writing workshop			
CPD workshop(s)	1.Report Writing workshop	1. 2.	1. 2.	
Day conference	Grey Litration survey and checklists			
Members				
Group member survey		Carry out survey?		
Subject survey	Update finds practice survey			
Communications				
Newsletter (how many & when)	2, biannual			
Social media (LinkedIn/ twitter/ facebook)	To be developed			
Publicity	To be developed			
Group banner	To be developed			
Group leaflet	To be developed			
Website	To be expanded (register of specialists)			

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