**Chartered Institute for Archaeologists**

**Registration Committee (Organisations) member role and responsibilities**

**Introduction**

The Chartered Institute for Archaeologists (CIfA) is governed by its Royal Charter, by-laws, and regulations. The affairs of CIfA are managed by the Board of Directors which has legal responsibility for CIfA. An Advisory Council provides advice to the Board of Directors on policy matters and the long-term strategy of CIfA.

**Committees**

Under the regulations of CIfA, the Board of Directors has the option to delegate its authority to committees. The name, membership, and terms of reference for each committee and the way committee meetings are conducted shall be determined by the Board of Directors.

The Board delegates authority to the Validation Committee, Registrations Committee (Organisations) and Accredited Degree Committee to assess applications for individual accreditation, organisation registration and University degree accreditation.

The regulations for these committees are the *Regulations for the registration of organisations* and the *Membership regulations*. These are available on the CIfA website at https://www.archaeologists.net/codes/cifa

**The role** Registration Committee (Organisations) member

**Responsible to**  CIfA Board

**Responsibilities** to determine applications for registration from Organisations supplying archaeological services

**Commitment** a minimum of 4 days per year, plus time to review documentation prior to meetings

**Term** 3 years

**Remuneration** Travel and expenses only

**Term of office**

Committee members appointed by the Board of Directors are elected for a three-year term. The maximum consecutive term of office for an elected member shall be two consecutive three-year terms.

**Conflicts of interest**

Members of committees are expected to declare any conflicts of interest they may have when considering an application and to withdraw from the discussion

**Expenses**

Committee members will be reimbursed for expenses incurred in the pursuit of their duties as set out in the expense guidance.

**Person specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Essential**  |  | **Desirable** |  |
| Attributes | * have a commitment to and/or an understanding of the work of CIfA
* have good, independent judgement
* be willing to assert an opinion
* take a flexible approach to take account of differing circumstances
* ability to analyse and assess evidence to make an informed judgement
* be willing to devote the necessary time and effort to be able to carry out their duties
* accept the seven principles (Nolan’s principles see appendix 1) of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership
* maintain confidentiality and adhere to a high standard of conduct befitting a representative of CIfA
 |  |  |
| Knowledge | * The *Code of conduct* and CIfA Standards and guidance as they apply to the supply of archaeological services
* Regulations for the registration of organisations
* Understand the work and strategic direction of CIfA
 | Knowledge | * Legislation as it affects the running of a business supplying archaeological services. Including, but not limited to, health and safety, employment, and equality.
* Planning and design of training
 |
| Qualifications | * CIfA Accreditation (PCIfA, ACIfA, MCIfA)
 | Qualifications | * Archaeological qualifications at level 6 or above
* Membership of other relevant organisations (eg FAME, IHBC, ALGAO)
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| Experience | * Engagement in the supply of archaeological services
 | Experience | * Responsible Post Holder
* Management of businesses supplying archaeological services
* Archaeological fieldwork
* Archaeological post excavation work or specialism
* Reviewed reports for quality assurance and/or the discharge of planning conditions
* Prior committee work eg Board or similar non-executive positions
* Member of an inspection panel
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**Please complete the sections below and send to the Senior Membership Services Coordinator (organisations).**

|  |
| --- |
| **Please explain why you are interested in being elected to the Registration Committee (Organisations)** (max 250 words) |
|  |
| **What skills and experience do you have that are relevant to being a member of the Registration Committee (Organisations)** (please refer to the above person specification) (max 250 words) |

**CIfA Committee members declaration**

I, the undersigned, declare that:

* I have read and understand the person specification and responsibilities of committee members of CIfA as set out in this document.
* I will treat all information, documentation etc that I have access to as part of my duties on the committee in the strictest confidence and not discuss or disclose these with third parties except in pursuit of the committee’s legitimate activity (ie taking up references or discussions with staff) and on approval of the committee Chair or relevant CIfA staff member.
* I have read the CIfA regulations and guidance for the relevant committee

|  |  |
| --- | --- |
| **Signed** |  |
| **Name** |  |
| **Date** |  |
| **Accreditation grade** |  [ ] MCIfA [ ] ACIfA [ ] PCIfA  |
| **Membership number** |  |
| **Contact email** |  |
|  |  |
| **Attachments** | CV [ ] CPD log [ ]  |

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**Appendix 1**

**The Nolan Principles**

(1995, *First report of the committee of standards in public life*)

|  |  |
| --- | --- |
| 1. Selflessness
 | Holders of public office should take decisions solely in terms of the public interest. They should not do so to gain financial or other material benefits for themselves, their family, or friends |
| 1. Integrity
 | Holders of public office should not place themselves under financial or other obligation to outside individuals or organisations that might influence them in the performance of their duties |
| 1. Objectivity
 | In carrying out public business, including making appointments, awarding contracts, or recommending individuals for rewards or benefits, holders of public office should make choices on merit |
| 1. Accountability
 | Holders of public office are accountable for their decisions and must submit themselves to whatever scrutiny is appropriate to their office |
| 1. Openness
 | Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider interest demands |
| 1. Honesty
 | Holders of public office have a duty to declare any private interests relating to their duties and to take steps to resolve any conflicts in a way that protects the public interest |
| 1. Leadership
 | Holders of public office should promote and support these principles by leadership and example |