

Three-year plan

Group name

Finds

Period of three-year plan (eg April 2019 – April 2022)

December 2022 – December 2025

Date plan adopted (at AGM)

01.12.2022

Current membership numbers

CIfA members –

Non CIfA members –

	Year one 2022	Year two 2023	Year three 2024	Year four 2025
Committee meetings (at least 3 per year) and AGM				
Spring	Feb	Mar	Mar	Mar
Summer	June			
Autumn		Sept	Sept	Sept
Winter	Dec 2022 (AGM)	Nov/ Dec (AGM)	Nov/ Dec (AGM)	Nov/ Dec (AGM)
Membership				
Recruitment (CIfA & non-CIfA members)		<ul style="list-style-type: none"> Engagement with CIfA EC group Engaging outreach (newsletter, twitter) Attendance at CIfA conference Holding workshop/ AGM 		
Standard & Guidance development/review	Reviewed if necessary			
Communications				
Newsletter or update bulletins (at least 4 per year) (expected)		Newsletter twice a year post-committee meetings (March and September) Includes CPD bulletin of opportunities, updates from AGM or CIfA conference		
Social media (LinkedIn/ twitter/ Facebook/Email)		Twitter posts both ad hoc (sharing conferences, things that may be of interest to Finds community) and planned posts (events, meet the committee, resources, newsletter contents)		

Collaboration with other groups		Early Careers ICON	Early Careers ICON	Early Careers ICON
Group member/subject survey	AGM mini surveys	AGM mini surveys	Full survey of membership	AGM mini survey
Events (Events Manager support)				
AGM event/ Day conference	Artefacts roadshow – site to specialist	Yes	Yes	Yes
CIfA conference session		FINDS FUTURES – sustainability in archaeological finds	Yes	Yes
CPD workshop(s)	None save AGM/ workshop			
Publicity				
Website page updates	<p>The website is in dire need of an overhaul.</p> <p>It needs to be clear and concise. (see other groups for reference)</p> <p>Updates needed to</p> <ul style="list-style-type: none"> • committee bios • committee positions we are looking to recruit • 3YP <p>We need to compile this information sensibly and send all at once to minimise work for Group admin.</p>	<p>Committee meeting minutes</p> <p>Bio updates</p>	<p>Committee meeting minutes</p> <p>Bio updates</p> <p>New 3YP</p>	
Other activities				
Toolkit for Finds Reporting: Roman Coinage	Soon to be published!	Leading to small finds toolkit?		
Toolkit for Finds Reporting: Roman/ small finds		Scoping/ feasibility study		
Finds outreach toolkit/ standards and guidance? Towards creating templates for different periods finds outreach?		Scoping/ feasibility study, possibly working with Voluntary/ Community Archaeology group		