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Archaeologists

The Chartered Institute for Archaeologists

Group committees induction

What will this induction give you?

- An understanding of CIfA's governance structure
- An understanding of CIfA's role within the profession
- An understanding of your duties as a member of a Group committee
- Background on Group committee's input and achievements
- Get to know some of your fellow Group committee members

CIfA's structure



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The Chartered Institute for Archaeologists

- Obtained Royal Charter in June 2014
- ClfA was launched on 9 December 2014
- Introduced the new governance structure
- ClfA is the leading professional body representing archaeologists worldwide



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Key features of the governance structure

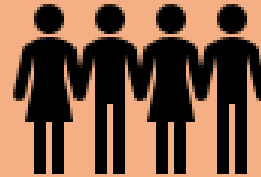
- staff manage institute, answering queries and reporting to the Board of Directors
- seeking advice from Advisory Council on strategy and policy. All Groups must elect a representative on the Council.

What is the difference between a professional body, trade union and trade association?



A professional body

- protects the public
- regulates the profession
- publishes ethical codes and standards
- accredits individuals and organisations
- supports professional development



A trade union

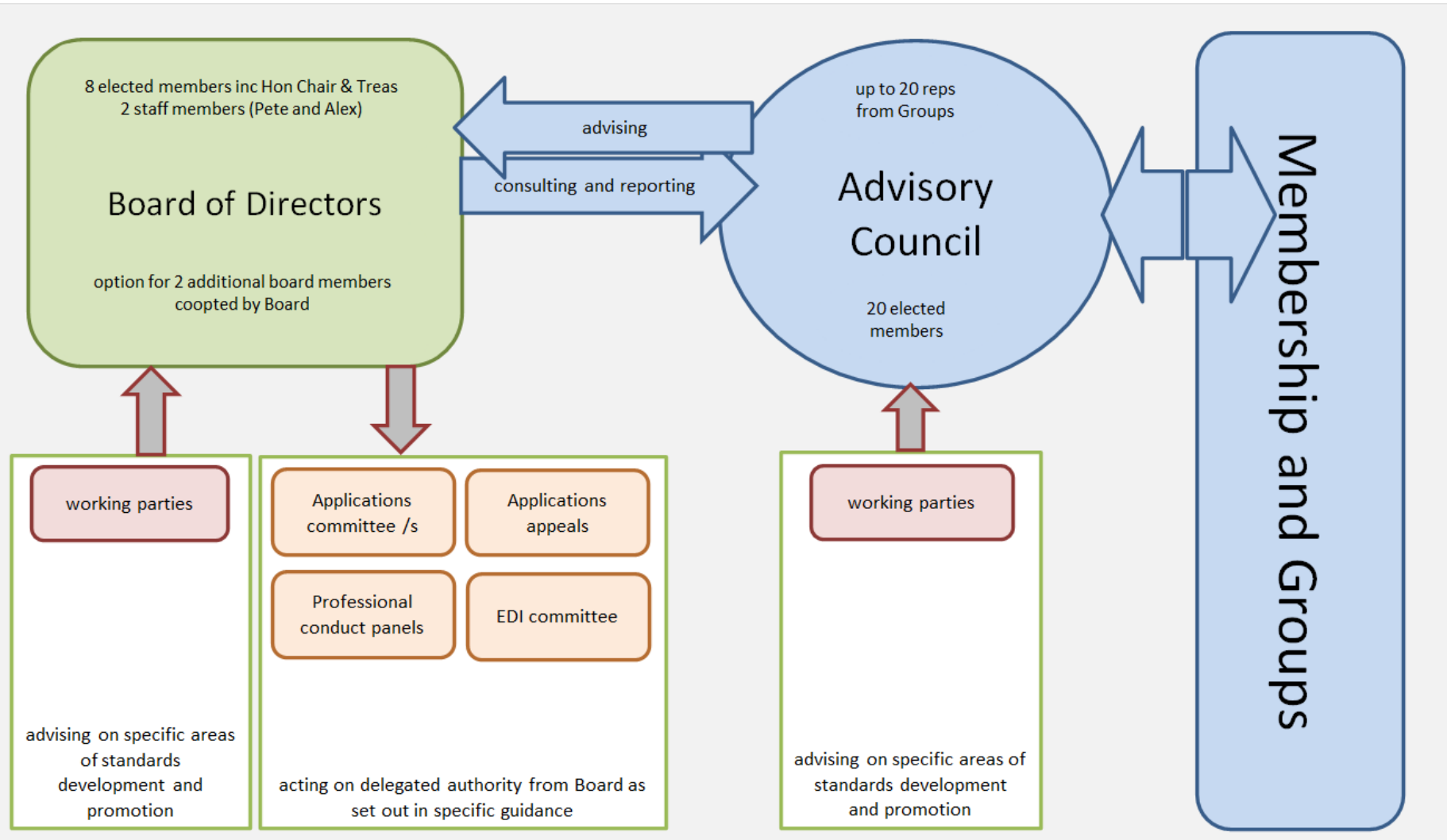
- represents employees
- negotiates pay and conditions
- offers advice to individuals
- provides representation on contractual issues



A trade association

- acts in support of organisational members
- represents employers and businesses
- encourages collaboration between companies within the sector

CIfA organisational structure



Division of roles

As a result we aim to

- ensure more engagement from the membership in advising the Board on policy and strategy decisions
- enable efficient and consistent decision-making



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A profession has...

- skilled practitioners
- who act impartially to a code of ethics
- are subject to the oversight of their peers



As the professional body we...

promote high professional standards and strong ethics through our

- code of conduct
- standards and guidance
- good practice advice

maximise the benefits archaeologists bring to society

As the professional body we...

accredit professionals by assessing technical and ethical competence

As accredited professionals we've made a commitment to uphold the code and standards and to use them to help guide our behaviours and decision making.

As the professional body we...

are the authoritative and effective voice for archaeologists by

- promoting standards
- promoting the competence and quality of our accredited members and Registered Organisations

bring recognition and respect to our profession and promote standards, ethics and qualifications in archaeology to policy and decision makers and those who commission archaeological work. Ensuring that archaeology adds value to business and society

When we say professional, what do we mean? Someone who...

- has demonstrated their archaeological skills and competence by achieving CIfA accreditation
- is maintaining their skills and competence by having a personal development plan and carrying out relevant CPD
- is complying with and being accountable to an ethical code of conduct by being accredited
- is working in the public interest and not for private, personal, parochial or partisan interests





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Strategic plan and business plan

- Strategic plan 2021-2030 outlines ClfA's role and what we want to achieve by 2030 www.archaeologists.net/mission
- Values and strategy document helps to understand the strategy
- Annual business plan guides ClfA's work
- Groups three-year plans should align with the strategic plan priorities and staff look for opportunities for working with groups within these



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CIfA staff

- Employed by the Board of Directors
- Draft, advise and implement strategy/policy/ leadership of CIfA
- Responsible for day to day management of the Institute and represent on external committees and groups
- 20 members of staff, 17 full time equivalent (Aug 22)
- Get in touch www.archaeologists.net/organisation/staff

CIfA statement about the dignity and respect for staff

We are committed to providing a safe and respectful working environment for staff, and all CIfA employees are entitled to

- a workplace free from bullying, intimidation, harassment or victimisation
- be treated with dignity, respect and courtesy
- experience no form of unlawful discrimination
- be valued for their skills and abilities



ClfA statement about the dignity and respect for our volunteers

We are committed to providing a respectful environment for volunteers and regard any incident of harassment or bullying against any volunteer as a serious matter.

We expect all our volunteers to adhere to ClfA's Code of Conduct, Policy Statement on Equal Opportunities and Statement about dignity and respect for staff, which indicates the standard of conduct to which members of the Institute are expected to adhere as well as volunteers by their participation in ClfA committees



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Group committee responsibilities

Induction

As a Group committee member you need to

- Read the documents in the Groups Toolkit (www.archaeologists.net/groups-toolkit)
- In the Toolkit you can find out about your duties and responsibilities, the remit of groups, but also tips and templates to help run your group
- Can't access the toolkit or any questions? Ask your Group coordinator, Meg Keates (megan.keates@archaeologists.net)



Duties

Group members should

- represent the interests of the group membership
- offer thoughtful and detailed advice to the staff and Board of Directors through the Advisory Council Group representative
- contribute actively to the Group committee work

Declare conflicts of interest

- Read the conflict of interest information in the Groups Toolkit
- Declare any conflicts of interest at the meetings



"Yes, I am employee of the month again. And yes, I'm the one who chooses the employee of the month. And no, I don't see a conflict of interest."



Take part...

- All Group committee members should be able to and encouraged to contribute to committee meetings
- Hearing all viewpoints is important and can help inform and deliver your 3-year-plan, they also help your Group rep to offer thoughtful feedback to Advisory Council





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A typical year on committee...





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Main role of committee is to...

- Hold at least three committee meetings per year (April-Mar) and an Annual General Meeting (AGM)
- Complete informing documentation (required)
 - three-year-plan of activities
 - annual budget request for committee travel and event budget requests
 - annual report to feed into ClfA's annual review
- Help to provide training and networking events for group members
- Keep informed of Advisory Council business through the Group Rep and inputting to their work...



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...and communicate what you do

- Share your experiences as a professional in your area or special interest with your Group committee members
- Promote what topics are discussed at meetings and get feedback
- Promote why the Group is important and what it does
- Help us share the messages!

Data protection rules for groups

- Contact and promote your Group's work to members through your Group Coordinator (eg events, activities) - they check for house style and send out a formalised mailing with the group logo
- Respond to queries from group members directly by email
- Use social media to communicate but raise any issues with CIfA staff
- We can provide a list of members' names, grades and location areas to inform direction of Group activities

CIfA

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Test your CIfA
knowledge!

www.archaeologists.net



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Answers

Question 1 – Group committees

How many Area and Special Interest groups are there?

*See next slide for the answer



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Answers

Question 1 – Group committees

Answer: 21 in total

5 Area groups and 16 Special Interest Groups



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Answers

Question 2 – Group committees

How many committee members can be in a
Group?

*See next slide for the answer



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Answers

Question 2 – Group committees

Answer: up to 9

Chair, Secretary, Treasurer (accredited members) and 6 Ordinary Committee Members (OCMs – any member)



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Answers

Question 3 – terms of office

How long is a term of office for a Group committee member?

*See next slide for the answer



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Answers

Question 3 – terms of office

Answer: A term is 3 years

An individual can serve a **maximum** of six years on a group committee.



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How did you do?

Compare your answers to your
fellow committee members

(Ideally group committees will read this
together, but if not, please ask them when
you see them at the next meeting)



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Group committees examples of work

You are integral to ClfA's work and we would
like to thank all our volunteers

Groups examples of work

Membership

- specialist competence matrices
- support changes to application guidance (eg ethics)

Careers advice and guidance

- providing resources and advice to career starters
- Supporting and providing CPD opportunities
- supporting TRaCK, a careers project

Standards & guidance, and good practice advice

- encourage and advise on compliance
- updating S&Gs
- specialist practice papers

Engagement and promotion

- feeding into surveys
- Feeding into promotion of membership
- keeping group members informed

CIfA activities

- strategic plan development
- feed into consultations
- support promotion of strategic activities



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Any questions?

Contact your Membership Engagement Coordinator,
Meg on megan.keates@archaeologists.net or
contact other staff who will be happy to help