

Name of Group	Cifa Early Careers Special Interest Group			
Period of three-year plan (eg April 2019 – April 2022)	May 2023- May 2026			
Date plan adopted (at AGM)	06-Mar-24			
Activity	Year one	Year two	Year three	Year four
Committee meetings (at least 3 per year) and Annual General Meeting (AGM). The AGM should be the same month each year and booked in advance.				
Record which months the committee meetings and AGM will take place.				
Spring	AGM	AGM	AGM	
Summer	Committee Meetings monthly throughout the year.			
Autumn				
Winter				
Who is your AC Group rep? (term is 1 year but can continue). Your AC Rep will attend up to 6 meetings per year and communicate opinions on Institute policy and offer advice on group or area specialisms between the group/committee and AC.	Claire Corkill	Sakshi Surana	TBC	
Communicating with your group members				
How will you ensure regular and effective communication with your group members? What can you tell them the group is working on? Communications don't need to be long. Bulletins can be a couple of sentences.				
How many group newsletter or update bulletins will be sent and when? (at least 4 per year)	N/A	N/A	N/A	
Which social media channels will be used (LinkedIn/ twitter/ Facebook/Email) and are there specific dates or messages to remember?	Instagram, Facebook, X, LinkedIn, WordPress	Instagram, Facebook, X, LinkedIn, WordPress	Instagram, Facebook, X, LinkedIn, WordPress	
Which other groups do you plan to collaborate with? How do you plan to do this? Eg through Knowledge Hub.	Finds SIG. Emails, zoom and social media.	Finds SIG, Project Management SIG, Diggers Forum. Knowledge Hub, emails, Zoom, Social media.	Finds SIG, Project Management SIG, Diggers Forum. Knowledge Hub, emails, Zoom, Social media.	
Do you plan to send any group member or subject surveys to gather data?	Yes	Yes	Yes	
Would you like to do a The Archaeologist magazine subject takeover?	N/A	Yes	Yes	
Events (in person and online)				
Do you plan to host a specific AGM event or conference?	Yes	Yes	Yes	
Will your group host a session at the Cifa annual conference?	Yes	No	Yes	
Will your group deliver or facilitate any CPD workshops this year, and if so, what type?	Yes	Yes	TBC	
Are there any additional social or networking events (such as tea-break sessions) your group will run this year?	Yes	Yes	Yes, but not tea-breaks.	
Are there any external events to attend? Speak with Cifa to check if we are involved.	Yes	Yes	Yes	
Membership development				
How many members (Cifa & non-Cifa members) do you aim to recruit during this period?	As many as possible	As many as possible	As many as possible	
Where relevant, will specialist competence matrices need developing or reviewing?	No, but we are available to advise.			
Where relevant, will standards and guidance need developing or reviewing?	N/A	Potential review of EC definition	TBC	
Publicity and resources				
Do you need to create or update any resources to publicise the group?				
Group banner	N/A	N/A	Updated banner needed	
Group postcard or leaflet	N/A	N/A	We will need more of our group merch- coasters and badges etc	
Website page updates - we have a standard layout, but you can add committee member bios, event information, and other relevant updates.	N/A	Changes to website needed- please get in touch with committee	TBC	
Are there any other activities the group is considering?				
		Support on Salary Benchmarking	EC Conference with CBA	
		EC SIG committee member on Board of Directors	UAUK Day	
		Carbon Literacy	TAG	
		TAG Conference		
		Facilitating engagement between Cifa and EC members		