

Name of Group	Landscape
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Period of three-year plan (eg April 2019 – April 2022)	May 2024 - April 2027
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Date plan adopted (at AGM)	TBD
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Activity	Year one	Year two	Year three
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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 8 May; 20 May	April/May (AGM)	April/May (AGM)
Summer	24 June 2024	June/July	June/July
Autumn	14 October, 10AM	Sept/Oct	Sept/Oct
Winter	13 January 2025, 10AM	Dec/Jan	Dec/Jan
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.	KHL		

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)	Updates after committee meetings	Updates after committee meetings	Updates after committee meetings
Which social media channels will be used (LinkedIn/ twitter/ Facebook/Email) and are there specific dates or messages to remember?	To launch July 2024. Channels: X; Facebook; Instagram;	Channels: X; Facebook; Instagram; Bluesky; LinkedIn	
Which other groups do you plan to collaborate with? How do you plan to do this? Eg through Knowledge Hub.	None		
Do you plan to send any group member or subject surveys to gather data?	No		
Would you like to do a The Archaeologist magazine subject takeover?	No		

Events (in person and online)

Do you plan to host a specific AGM event or conference?	Held online, 8 May 2024	Online AGM	
Will your group host a session at the Cifa annual conference?	No	Session rejected	
Will your group deliver or facilitate any CPD workshops this year, and if so, what type?	Yes	Yes	Yes
Are there any additional social or networking events (such as tea-break sessions) your group will run this year?	Yes	Yes	Yes
Are there any external events to attend? Speak with Cifa to check if we are involved.	No		

Membership development

How many members (Cifa & non-Cifa members) do you aim to recruit during this period?	100	5-10%	5-10%
Where relevant, will specialist competence matrices need developing or reviewing?	No	Deferred until after guidance review	Review specialist competence matrix (?)
Where relevant, will standards and guidance need developing or reviewing?	No		

Publicity and resources

Do you need to create or update any resources to publicise the group?			
Group banner	Yes		
Group postcard or leaflet	Yes		
Website page updates - we have a standard layout, but you can add committee member bios, event information, and other relevant updates.	Meeting minutes; committee bios		

Are there any other activities the group is considering?

Webinars	Yes	Yes	
Field visits	No	Yes	
Library of recorded presentations	Yes	Yes	