

CHARTERED INSTITUTE FOR ARCHAEOLOGISTS

Advisory Council Duties and Responsibilities

Introduction

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

This document provides members of the Advisory Council with a clear understanding of their duties and responsibilities. On appointment, Advisory Council members are asked to sign up to these duties and responsibilities as set out in this document. Supporting documents including the Charter, by-laws and regulations which members of the Advisory Council should be familiar with are listed at the end of this document.

The Advisory Council is governed by the Regulations regarding the Advisory Council.

Composition

The Advisory Council comprises up to 40 members of which

- up to 20 voting members of the Institute elected by the voting members of the Institute at the Annual General Meeting
- up to 20 further voting members of the Institute appointed by the Area and Special Interest Groups with one member appointed by each Area or Special Interest Group to represent that Group

The Advisory Council is chaired by the Chair, or by the Vice Chair in their absence. The Chair and Vice Chair are elected by the Advisory Council.

Duties

All members of the Advisory Council are expected to

- represent the interests of the membership
- offer thoughtful and detailed advice to the Board of Directors on policy, strategy and potentially controversial decisions
- contribute actively to the Advisory Council and comply with the requirements set out in the Regulations regarding the Advisory Council

In addition to the above, each member of the Advisory Council should use any specific skills, knowledge or experience they have to help the Advisory Council to offer thoughtful and detailed advice to the Board of Directors. This may involve scrutinising meeting papers, seeking advice from members (while giving due regard to matters of confidentiality), leading discussions, focusing on key issues, providing guidance on new initiatives or other issues in which the individual has special expertise.

Person specification

All members of the Advisory Council should

- have a commitment to the work of CIfA
- have an understanding of the work and strategic direction of CIfA
- be willing to devote the necessary time and effort to be able to carry out their duties
- maintain confidentiality and adhere to a high standard of conduct befitting a representative of CIfA

- have good, independent judgement
- have the ability to think creatively
- be willing to speak their mind
- act in accordance with the statement about the dignity and respect for staff
- accept the seven principles (Nolan's principles) of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership as set out in Appendix 1
- be prepared to provide evidence of these abilities and behaviours and accept feedback

Insurance

The Charter allows ClfA to indemnify the members of the Board of Directors and the Advisory Council, employees and persons authorised to act on its behalf, and to obtain officers' liability insurance

Every member of the Board of Directors, members of the Advisory Council and any employee or person authorised to act on behalf of the Institute may be indemnified by the Institute against all costs, expenses and losses for which they may become liable by reason of any act or thing done by them in the proper discharge of their office or duty insofar as the indemnity is not inconsistent with the provisions of the Charter.

It is the responsibility of an Advisory Council member to declare to ClfA's insurers any material consideration that may affect cover.

Disqualification and removal of an Advisory Council member

A person shall cease to be a member of the Advisory Council

- (i) if certified by a relevant professional as not having capacity under the Mental Capacity Act 2005
- (ii) if by notice to the Institute they resign their office
- (iii) if they cease to be a member of the Institute

A member of Advisory Council may be asked to consider their position on the Council if they are deemed to have been in breach of any of the aspects of the person specification.

Term of office

Advisory Council members are appointed and hold office as set out in the Regulations regarding the Advisory Council.

Voting members elected to the Advisory Council by voting members of the Institute hold office from the end of the AGM at which they are elected until the end of the third AGM following their election, after which they are eligible for immediate re-election. The maximum consecutive term of office for an elected member shall be two consecutive three-year terms.

Members appointed by a Group will serve a one-year term of office and shall retire one year from the date of their appointment unless reappointed for a further one-year term, up to a maximum of 6 consecutive years.

Induction

All members of the Advisory Council are expected to attend the first available induction session following appointment, and to sign that they have read and understood the duties and responsibilities of office.

Conflicts of interest

Members of the Advisory Council are required to submit an annual declaration of interests. At Advisory Council meetings members are expected to declare any conflicts of interest and, if appropriate, to withdraw from the debate.

Confidentiality

As set out in the person specification all members of Advisory Council are expected to maintain confidentiality in the matters that are discussed and opinions expressed at Council meetings. It is advised that members check with ClfA staff if they are unsure as to whether an issue is to remain confidential.

Expenses

Members of the Advisory Council will be reimbursed for expenses incurred in the pursuit of their duties as Advisory Council members as set out in the expenses guidance.

Key Documents

Royal Charter and by-laws

Regulations

Strategic plan

Health and Safety policy

Statement about the dignity and respect for staff and others engaged in ClfA activities

Policy on the use of AI recording (see appendix 2)

Advocacy priorities

Further useful Information (available on request)

Board and Advisory Council Membership

ClfA organogram

Expenses claims forms and guidance

CIfA Advisory Council declaration

I, the undersigned, declare that:

- I have read and understand the duties and responsibilities of an Advisory Council member of CIfA as set out in this document.
- I am not disqualified from acting as an Advisory Council member of CIfA
- I have declared any material consideration that may affect insurances
- I have completed a conflict of interest form

Signed	
Name	
Date	

Advisory Council listing on website

Please confirm if you would like us to include your contact email in the Advisory Council list on the CIfA website for your term of office (www.archaeologists.net/organisation/council)

Yes / No (*delete as appropriate*)

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

2. 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

3. 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

4. Accountability Holders of public office are accountable for their decisions and must submit themselves to whatever scrutiny is appropriate to their office

5. 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

6. 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

7. Leadership Holders of public office should promote and support these principles by leadership and example

POLICY ON THE USE OF AI RECORDING IN CIFA MEETINGS

1. The Board of Directors has agreed a policy that the use of AI technology, transcription or sound recording of Cifa committee meetings (including the Board of Directors, Advisory Council and any committee or working group established to support the work of the Board) by committee members or other attendees is not permitted due to concerns about breaches to GDPR, security of information, and the creation of unagreed documented records.
2. Cifa staff or a nominated individual on behalf of Cifa attend Cifa meetings to produce a draft record of a meeting in the form of written minutes. These minutes are then approved by the committee and become a formal record of the discussions and decisions made.
3. For online Cifa meetings, these are recorded where necessary by Cifa staff with the knowledge of all present. Once the minutes have been approved, recordings are deleted.
4. Committee members or meeting attendees can ask for additional information or support from Cifa if they use AI to help with accessibility by contacting a member of Cifa staff.