

Honorary Chair – Buildings Archaeology Group Committee Job Description

We have an opportunity for a CIfA member to join CIfA's Buildings Archaeology Group Committee as the Chair. The Chair is central to the committee and enables the group to be as prominent and active as possible.

The CIfA Buildings Archaeology Special Interest Group was reformed in 2003 to act as a forum for promoting the archaeological analysis, research, interpretation of standing structures. The group aims to promote the analysis of the built environment and to raise awareness of approaches and methodologies to address the wider role of buildings archaeology with other professionals in built heritage sector by:

- advising CIfA council on issues relating to standing buildings and being consulted during the drafting of new recording guidelines and heritage legislation.
- Producing regular newsletters (two per year)
- Articles in the CIfA magazine 'The Archaeologist'
- Training events (seminars, guidance and conference sessions)
- Developing links with associated heritage professionals
- To provide a forum for addressing the wider role of buildings archaeology within the built heritage sector

Please be aware this is a voluntary role and so it is unpaid, however the Chartered Institute will cover reasonable travel expenses.

Reports to: Advisory Council, Membership Engagement Coordinator, and the Rest of the Committee.

Location: mostly home-based, with travel to meetings.

Benefits:

Volunteering for CIfA helps members make the most of their membership. It can provide several benefits, including opportunities to network and engage with other professionals, develop your knowledge and skills, shape your profession and demonstrate your commitment to professional archaeology.

Responsibilities:

- To chair all committee meetings, Annual General Meetings and Extraordinary General Meetings, when they arise
- To provide direction and leadership for the group's development
- To coordinate and delegate discussed tasks to other committee members, with reference to the group's three-year plan
- To understand and uphold the group's responsibilities, referring to the group's constitution and the CIfA regulations for Area and Special Interest Groups
- To encourage and support the committee where appropriate
- To ensure information is communicated with the group members and the wider membership, where relevant, with support from the office.

Requirements:

The Chair must be an accredited member of CIfA (Practitioner, Associate, Member) and understand the groups aims and objectives. It would also be beneficial for the Chair to have previous experience of being on a committee. We estimate that the role would be up to 5 hours a month.

How to apply:

Complete the nomination form and return this to the Membership Engagement Coordinator at groups@archaeologists.net by the date listed on the group's webpage. Please get in touch for an informal discussion about the role or call the Office on 01189 662841.