

## **Honorary Treasurer – Buildings Archaeology Group Committee Role Description**

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

The ClfA 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 ClfA 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 ClfA 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: Membership Engagement Coordinator, Group Chair, and the rest of the committee.

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

Benefits:

Volunteering for ClfA 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 submit the group's Annual Budget Request Form to obtain funding for the group's business such as travel and meeting rooms
- To notify the Membership Engagement Coordinator of any unforeseen expenses that might be claimed by the group, not included in the budget request.
- To submit an Events Budget Request Form when the group committee would like to hold an event, liaising with the Events Coordinator on the committee, where relevant.
- To be aware of any sponsorship relevant to group activities and events and inform the Membership Engagement Coordinator.
- To liaise with other committee members and the Chair to produce and keep up to date with the group's three-year plan
- To keep the committee informed of the group's financial affairs.

Requirements:

The Treasurer must be an accredited member of ClfA (Practitioner, Associate, Member) and understand the groups aims and objectives. It would also be beneficial that the Treasurer is an active and responsive member. We estimate that the role would involve up to 3 hours a month.

How to apply:

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