

Committee Member – Early Careers Group Committee Role Description

We have an opportunity for a Cifa member to join Cifa's Early Careers Group Committee as an Ordinary Committee Member. The role of Ordinary Committee Member is important in delivering the group's objectives.

The Early Careers Group formed in 2012 with the aim to create a space focused for those early in their careers to discuss matters that relate to new starters and provide the Institute with a stronger voice on early career matters. Since then, we have continued to provide a discussion base for PCifAs, but also encompass students undertaking a course in archaeology, apprentices and individuals looking into further education in the historic environment sector. We help early careerists understand what the Institute is about, provide a platform for discussion and hold in person and digital events around the topic of early careers. The committee steer the direction of the group and cover different backgrounds including commercial, public and academia.

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 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 attend committee meetings to discuss relevant areas relating to the group
- To support the Chair/Secretary/Treasurer with their responsibilities if needed
- To keep up to date with the group's three-year plan and to input into this where relevant
- Often adopts a specific role within the group committee such as Social Media manager, Events coordinator or Newsletter/Communications editor.

Requirements:

An Ordinary Committee Member must be a paid member of the Chartered Institute for Archaeologists, though does not necessarily need to be accredited member. They need to understand the groups aims and objectives and want to see these achieved. It would be of benefit that nominees are active members and able to commit the 3 hours a month estimate of the role.

How to apply:

Complete the nomination form (attached) and return this to the Membership Engagement Coordinator at Megan.Keates@archaeologists.net by the date listed on the group webpage. Please get in touch for an informal discussion about the role.