

GT 2.3 Groups three-year plan

Within the **three year plan**, groups can identify particular activities they wish to carry out over a three year period. The plan also enables IfA staff to see what may be coming up each year across all the groups, allowing us to schedule time needed for support. Staff are there to help groups undertake activities where required, but we may need some advance warning. Our Groups toolkit provides additional documentation and guidance – from the events planning checklist, through to the funding request form, we hope we have everything covered. If we don't, your first point of call will be Lianne or Jen (whoever is your Groups allotted Member Services Coordinator), who will be happy to help.

The three-year plan is a simple table of information within which groups can indicate what activities they plan to undertake over a three year period. A list of common activities is provided, but others can be added to the bottom of the table. Groups can indicate an intention to hold an event without needing to identify specific themes or details (although rough ideas are always useful).

A fourth year column is included in case the plan is put together towards the end of one year, or if anything needs to be noted to be included in following plans.

The three-year plan is not fixed – and there to provide a rough outline not a regimented timetable. There are some activities which we feel groups should undertake (such as producing a newsletter or bulletin to keep members informed) and occasionally IfA Council may request the group undertake particular activities.

Ideally the plan should be adopted by the committee and group members at the group's AGM. A simple outline plan is provided on the next page.

Guidance for each type of activity will be provided within Section 3 of the Groups Toolkit (www.archaeologists.net/groupstoolkit).

Three-year plan

Group

Information Management Special Interest Group

Period of three year plan (eg April 2014 – April 2016)

January 2015 – December 2018

Date plan adopted (at AGM)

Draft to be completed in May and approved at October 2015 AGM

Current membership

IfA members – 423

Non IfA members – 1

	Year one	Year two	Year three	Year four
Committee meetings	TBC	TBC	TBC	
Spring				
Summer				
Winter				
Membership				
Recruitment (IfA members)	424	+3%	+3%	
Recruitment (non IfA members)				
Competency matrix		June 2015		
Events				
AGM date/month	October 2015	October 2016	October 2017	October 2018
AGM event	Software Expo	Meet up? / conference?	Meet up? / conference?	Meet up? / conference?
IfA conference session		Discussion Seminar	Discussion Seminar	Discussion Seminar
CPD workshop(s)	1.	1.	1.	

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		2.	2.	
Day conference				
Members				
Group member survey	January 2015			
Subject survey		October 2015	October 2015	
Communications				
Newsletter (how many & when)		February, July, November?	February, July, November?	
Social media (LinkedIn/ twitter/ facebook)		Focus on email list	Focus on email list	
Publicity				
Group banner				
Group leaflet				
Website				
Possible article for TA		TBC	TBC	