

Name of Group	Community Archaeology Group		
Period of three-year plan (eg April 2019 – April 2022)	September 2024 - September 2027		
Date plan adopted (at AGM)			
Activity	Year one	Year two	Year three
Committee meetings (at least 3 per year) and Annual General Meeting (AGM). The AGM should be the same month each year and booked in advance.			
Record which months the committee meetings and AGM will take place.			
Spring			
Summer			
Autumn	AGM - September	AGM - September	AGM - September
Winter			
Who is your AC Group rep? (term is 1 year but can continue). Your AC Rep will attend up to 6 meetings per year and communicate opinions on Institute policy and offer advice on group or area specialisms between the group/committee and AC.	Jessica Lowther	Review at AGM	Review at AGM
Communicating with your group members			
How will you ensure regular and effective communication with your group members? What can you tell them the group is working on? Communications don't need to be long. Bulletins can be a couple of sentences.			
How many group newsletter or update bulletins will be sent and when? (at least 4 per year)	Quarterly	Quarterly	Quarterly
Which social media channels will be used (LinkedIn/ twitter/ Facebook/Email) and are there specific dates or messages to remember?	Concentrate on re-establishing regular communication with members via email. Discuss preferred comms channels with wider membership at tea break sessions	Implement comms as per membership preferences. Review how it is going.	Continue and review how plan is going.
Which other groups do you plan to collaborate with? How do you plan to do this? Eg through Knowledge Hub.	Make sure newsletter goes to the Cifa group Chairs. Look at opportunities to collaborate with other SIGs.		
Do you plan to send any group member or subject surveys to gather data?	As relevant		
Would you like to do a The Archaeologist magazine subject takeover?	As relevant		
Events (in person and online)			
Do you plan to host a specific AGM event or conference?	No		
Will your group host a session at the Cifa annual conference?	OASIS reporting session?		
Will your group deliver or facilitate any CPD workshops this year, and if so, what type?			
Are there any additional social or networking events (such as tea-break sessions) your group will run this year?	Two tea break sessions: - membership comms preferences - collect case studies for enhancing toolkit	Two tea break sessions	Two tea break sessions
Are there any external events to attend? Speak with Cifa to check if we are involved.			
Membership development			
How many members (Cifa & non-Cifa members) do you aim to recruit during this period?			
Where relevant, will specialist competence matrices need developing or reviewing?	See tasks/activities section below for details	See tasks/activities section below for details	See tasks/activities section below for details
Where relevant, will standards and guidance need developing or reviewing?	See tasks/activities section below for details	See tasks/activities section below for details	See tasks/activities section below for details
Publicity and resources			
Do you need to create or update any resources to publicise the group?			
Group banner			
Group postcard or leaflet			
Website page updates - we have a standard layout, but you can add committee member bios, event information, and other relevant updates.	Remove blog from webpage, as out of date		
Are there any other activities the group is considering?			
Public Engagement Toolkit - embedding into practice and filling gaps	Actions: 1. discuss stage 2 project with Cifa (Cara Jones) 2. find out how toolkit will be evaluated and how group can support toolkit generally 3. start tasks (eg survey or gathering case studies) to support toolkit	Continue in supportive role, having established in Year 1 what is needed.	Focus on how to ensure engagement is high quality/ meaningful and how LPA advisors can assess this

Reporting community engagement elements of projects via OASIS	<p>Liaise with other stakeholder (ADS and Historic England) to develop plans and tie in with work elsewhere (eg Scottish platform)</p> <p>Support a session at CifA conference to discuss shape of changes to OASIS form if funding were available</p>	Support funding application	Support this work
Community Archaeology specialist competency matrix	<p>Review content of matrix and communicate any changes to the membership.</p> <p>Produce a short guidance note to clarify how matrix can be used.</p>		Review use of specialist matrix and if any updates are needed.