

**CHARTERED INSTITUTE FOR ARCHAEOLOGISTS  
BOARD OF DIRECTORS LAY DIRECTOR RECRUITMENT**

**INFORMATION FOR CANDIDATES FOR CO-OPTION AS A LAY DIRECTOR OF CIFA**

About Cifa

Cifa is the leading professional body representing archaeologists working in the UK and overseas. We promote high professional standards and strong ethics in archaeological practice, to maximise the benefits that archaeologists bring to society. We are the authoritative and effective voice for archaeologists, bringing recognition and respect to our profession.

Cifa represents the interests of archaeology and archaeologists to government, policy makers and industry. It has an ethical code to which all accredited professionals subscribe, and it sets standards and issues guidelines. It improves archaeologists' career prospects by working to diversify entry routes into the profession, by promoting and providing CPD, by supporting pathways to accreditation, and by informing them of developments in professional practice. Through its accredited professionals and its Registered Organisations scheme, Cifa raises standards of work: it acts as the self-regulating body for the archaeological profession.

- Archaeology creates value for business and society
- To maximise that value it needs to be carried out with professionalism
- Professionalism means being ethical, competent, and accountable, and working in the public interest
- Cifa accreditation demonstrates professionalism in archaeology
- Cifa accredits the professionalism of archaeologists against its ethical *Code of conduct* and other standards
- Using an accredited archaeologist assures clients that the work will meet their needs and is carried out in the public interest
- By promoting professionalism Cifa helps attract diverse talent and develop careers

Board of Directors

Cifa's Board of Directors comprises eight elected Cifa-accredited professionals, two senior staff and two Lay Directors who are not archaeologists. The Board employs 19 staff (16.5 FTE) and is guided by an Advisory Council. Cifa has c4200 members and 84 Registered Organisations. It has an annual turnover of c£1,000,000.

The names of present directors can be seen at [www.archaeologists.net/organisation/board](http://www.archaeologists.net/organisation/board)

The following documents provide detailed information about the role of directors of Cifa:

- Regulations for the Board of Directors  
[www.archaeologists.net/sites/default/files/Board%20of%20Directors%20Feb%202022.pdf](http://www.archaeologists.net/sites/default/files/Board%20of%20Directors%20Feb%202022.pdf)
- Charter and by-laws  
[www.archaeologists.net/sites/default/files/Charter\\_and\\_bylaws\\_formatted%20amended%20Feb2022.pdf](http://www.archaeologists.net/sites/default/files/Charter_and_bylaws_formatted%20amended%20Feb2022.pdf)

Our Strategic plan and values and strategy document can be found here:  
[www.archaeologists.net/mission](http://www.archaeologists.net/mission)

The Board of Directors usually meets six times per year. Most meetings currently take place online and held on Tuesday mornings. In addition, Board members will be invited to attend three meetings of the Advisory Council, the AGM and some additional CDP sessions. Communication takes place between meetings, and Board members may be asked to assist in various activities. Candidates should be prepared to give 12-18 days per year in this role.

### Competencies required of directors

Particular characteristics and competencies sought from the Lay directors include

- governance skills
- advanced skills in strategic and analytical thinking
- demonstrated ability to work collaboratively
- understanding means to ensure strategic growth
- being well networked in their sector
- being capable of and willing to promote CIfA, acting as an ambassador to their sector
- skills and perspectives from outside the archaeological discipline

In addition, each member of the Board should use any specific skills, knowledge or experience they have to help the Board to collectively reach sound decisions.

### Remuneration

These positions are unpaid, but reasonable travel and subsistence expenses are met by CIfA.

### Diversity

CIfA is keen to improve its diversity and welcomes candidates from all backgrounds and disabilities to the Board.

### How to apply

Please complete the CIfA Lay Director Application form and return to [alex.llewellyn@archaeologists.net](mailto:alex.llewellyn@archaeologists.net) by **11 August 2023**.

Candidates are advised, with great gratitude for their interest in helping CIfA, that this is a competitive process involving consideration of applications, interviewing and taking up of references. Interviews will be held on **13 or 14 September 2023**. The first Board meeting will be held on 7 November 2023.