

Committee Member – Finds Group Committee Role Description

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

Started in 1989, CIfA Finds Group aims to represent the interests of those who work in and with finds to the rest of CIfA. We advise Advisory Council on finds related issues and reviews relevant documents. We also produce newsletters, seminars and meetings to discuss the latest issues in finds related work. Some previous work of the group include the documents *Guidelines for Finds Work* and the [Standards and guidance for the collection, documentation, conservation and research of archaeological materials](#). We are also currently developing a Toolkit for those who work with Finds.

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 1 November 2020. Please get in touch for an informal discussion about the role.