

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

Buildings Archaeology Group

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

April 2015-April 2018

Date plan adopted (at AGM)

Current membership

IfA members –

Non IfA members –

	Year one	Year two	Year three	Year four
Committee meetings				
Spring	1	1	1	
Summer	1	1	1	
Winter	1	1	1	
Membership				
Recruitment (IfA members)	20	20	20	
Recruitment (non IfA members)	5	10	15	
Competency matrix	Yes		Update	
Events				
AGM date/month	April	April	0	
AGM event			BAG conference Day	
IfA conference session	yes			

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CPD workshop(s)	1. Bob 2. Bob	1. 2.	1. 2.	
Day conference				
Members				
Group member survey	yes	0	0	
Subject survey				
Communications				
Newsletter (how many & when)	2-3	2-3	2-3	
Social media (LinkedIn/ twitter/ facebook)	Linkedin/Twitter	Linkedin/Twitter	Linkedin/Twitter	
Publicity				
Group banner	Y	Y	Y	
Group leaflet	N	N	N	
Website	Y	Y	Y	
Bus Cards	Y	Y	Y	