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Summary of changes:	Update re people named and job titles, plus Board/Advisory Council names and corporate to accredited. Taken out refs to Kathryn & old guidance not relevant & refs to Hon Treasurer. Updated guidance names and links.
Circulation:	Board of Directors, Advisory Council, ClfA Groups, Staff
Required Action:	Note changes

## GUIDANCE NOTES FOR ClfA AREA AND SPECIAL INTEREST GROUPS

### 1 Purpose of ClfA Groups

- 1.1 The main purposes of ClfA Area and Special Interest Groups are to
- provide a local or specialist network
  - provide a link between the membership and elected officers
  - run CPD events, possibly in partnership with relevant groups from other institutes
  - recruit members to ClfA
  - inform Advisory Council of matters of interest
  - assist in providing responses to consultations
- 1.2 Groups are governed by the **ClfA regulations governing area and specialist interest groups** (Groups Toolkit document GT1.3, which covers AGM procedure, officers and committee membership, and group membership regulations), their own constitution, and other general guidance as agreed by the Board of Directors. All Groups must comply with the regulations. Any Group found not to be complying will be brought to the attention of ClfA Board of Directors. Please see Appendix 1 for a general timetable of group activities.

### 1.3 Provide a local or specialist network

- 1.3.1 ClfA area and special interest groups provide a forum for members of ClfA and others to discuss issues of a local or specialist interest, and put forward recommendations for consideration by ClfA Advisory Council. For example the development of the *Standard and guidance for collection, documentation, conservation and research of archaeological materials* by the ClfA Finds Group, and *Towards a research agenda for Welsh Archaeology* with contributions for the ClfA Wales/Cymru Group.

### 1.4 Provide a link between the membership and elected officers

- 1.4.1 The Board of Directors are elected representatives of the membership, and govern the Institute. Groups provide a key means to pass information to and from members of the Institute and its elected officers.
- 1.4.2 The Advisory Council represents the interests of the membership and offer thoughtful and detailed advice to the Board of Directors on policy, strategy and potentially controversial decisions. Groups are expected to have a representative elected to Advisory Council.

- 1.4.3 Group representatives on Advisory Council should ensure that Group committees receive relevant updates from ClfA Advisory Council meetings.
  - 1.4.4 Groups are encouraged to plan their activities to further the ClfA's strategic plan, and to send in their three year Business Plan, which is reviewed by ClfA staff.
  - 1.4.5 Groups are expected to submit an activity report at the end of each year (July) which will be included in ClfA's Annual Review.
  - 1.4.6 All minutes from Group meetings must be sent to the ClfA office once agreed by the committee. This also applies to any newsletter or publicity material, and these will be posted on the ClfA website.
- 1.5 Run CPD events
- 1.5.1 Groups are encouraged to run CPD events such as conferences and training courses e.g. MAG conference and Finds Group brick and tile recording day. Funding for these can be applied for from the ClfA's funds as part of the event budget request form (see Section 4 of the Groups Toolkit for financial guidance).
  - 1.5.2 The ClfA office is happy to provide administrative support but this must be agreed in advance between the ClfA and the Group committee. If you are planning to hold an event please notify Lianne Birney, Kerry Wiggins (Membership Services Coordinators) or Anna Welch (Professional Development & Practice Coordinator) at [lianne.birney@archaeologists.net](mailto:lianne.birney@archaeologists.net), [Kerry.wiggins@archaeologists.net](mailto:Kerry.wiggins@archaeologists.net) or [anna.welch@archaeologists.net](mailto:anna.welch@archaeologists.net) to agree a timetable
  - 1.5.3 Attendance fees must be charged at CPD events for non-ClfA Group members.
- 1.6 Recruit members to ClfA
- 1.6.1 Many ClfA Groups have members who are not members of ClfA. One of the key strategic targets that Board is concentrating on is recruitment, and Groups should actively encourage non-members to join ClfA. This can be done through encouragement at networking events.
- 1.7 Inform Advisory Council rep of matters of interest
- 1.7.1 Often Groups become aware of matters of interest before they reach ClfA Advisory Council and Board. It would be useful if Groups could raise this issue with their representative.
- 1.8 Assist in providing responses to consultations
- 1.8.1 ClfA responds to a large number of consultations, and Group committees may often be approached to contribute to these, as they are better placed to respond to certain issues than ClfA central. All responses should be in ClfA house-style and sent as drafts to the ClfA office for submission as a formal ClfA response (on occasion it may be more appropriate for the national groups to respond in their own right: please agree this with the office in advance)
- 2 Regulations governing area and specialist interest groups**
- 2.1 Groups are governed and must abide by the ClfA regulations for area and special interest Groups. A copy is available on the ClfA website in the Groups Toolkit section, document GT1.3.
  - 2.2 It is essential that Group Officers have read the regulations as they contain important information about the running of the Group, election of Officers and Ordinary committee members and the procedures for Annual General meetings.

### **3 Communication**

- 3.1 It is essential that Groups are kept aware of the current aims of the Institute, and that ClfA staff are aware of activities Groups are undertaking.
- 3.2 The main staff contacts in the ClfA office for Groups are Lianne, Kerry and Anna, each support six groups each.
- 3.3 Groups should ensure that all written documentation is in ClfA house style (See Groups Toolkit GT3.4)
- 3.4 Each Group is provided with a page on the ClfA website to post information. This can be administered through the ClfA office.
- 3.5 Groups may have a presence on social media websites, such as Facebook, LinkedIn or Twitter, however they must ensure that a presence on websites other than the ClfA site does not overshadow their ClfA webpage. Posting information about events, AGMs or meeting minutes on an external site should not replace submitting this information to the office, and sites must be approved by the ClfA office. All publicity about each group should direct to the ClfA website in the first instance, where links can be placed to any other site you may have.
- 3.6 Groups are encouraged to submit articles for issues of *The Archaeologist*. These should be sent to your group coordinators
- 3.7 Groups are encouraged to put forward members for consideration to sit on ClfA committees particularly for Validation and Registrations Committee (Organisations) where Group expertise is essential. Committee membership is agreed by the Board of Directors. Suggestions for committee members should be sent to the ClfA office. It should be noted that ClfA committee members must be accredited members of the ClfA to participate in any meetings.

### **4 Administration**

- 4.1 The ClfA office is happy to provide administrative support to Groups but this must be agreed with your group coordinator.
- 4.2 Group mailing lists are held and administered by the ClfA office. The office will notify you of your latest membership numbers twice a year or on request. Any communication that is sent to your members will be sent by the office, groups will not hold contact details for their members to ensure that there are no data protection issues and that group member lists are up-to-date.
- 4.3 Generally groups should not hold their own bank accounts. Any groups who do, must submit annual accounts to ClfA for auditing.
- 4.4 ClfA will provide funding for Group activities. These must be agreed in advance by submitting an event, activity & project proposal form and event budget spread sheet (GT5.1 & GT5.2) to your coordinator.
- 4.5 Non-ClfA group members must pay an annual subscription fee as outlined in the By-law governing area and special interest groups. This is currently set at £10 per annum. The ClfA office is happy to send subscription mailings and reminder mailings on behalf of each group. Subscription debtors should be removed from mailing lists after 6 months.
- 4.6 The ClfA office will encourage new members of ClfA to sign up to an area or special interest group as part of the application process. New committee members can read more about what is expected of the roles of committee in GT3.2.

## **5 Finances**

- 5.1 ClfA raises money from membership subscriptions and other sources to promote the aims and objectives of the Institute.
- 5.2 Groups are a key mechanism by which the ClfA promotes best practice and encourages contact between members. As part of the annual budget, the Board agree to allocate an amount of money for Group activities. To be eligible for this funding, Groups must submit a budget to the ClfA office by the end of December each year. Guidance can be found in the Group's Toolkit GT4.1.
- 5.3 ClfA must account to its members via consolidated accounts. All the ClfA's money belongs to all the ClfA's members - Groups do not 'own' the money in their budgets or bank accounts
- 5.4 Groups should not have separate bank accounts, and once funding is agreed Groups can ask ClfA office to handle any invoices and income from the events. This will also mean that the office can keep track of the income and expenditure on behalf of the Group. All expenditure must be within the agreed budget and authorisation for payment must come from the Group Treasurer.
- 5.5 In the cases where a Group currently holds their own bank account it will need to arrange for its elected Treasurer to submit detailed annual accounts along with copies of bank statements to the ClfA office by the end of the financial year (31 March) so that all ClfA funds can be accounted for and a full audit can take place at the end of each financial year. ClfA should be informed of the account details of any separate accounts held by a Group, and contact details for all signatories. The ClfA Chief Executive or Head of Governance and Finance should be a signatory of an account to allow ClfA to access any account in an emergency.
- 5.6 In order for ClfA head office to make a decision regarding funding, each Group Treasurer should submit a detailed application (GT4.2) which should comprise:
  - 5.6.1 a detailed budget to cover all income and expenditure items of the committeeOr in the case of a one-off event:
  - 5.6.2 a project outline giving details of the event including what it will cover, how it will benefit ClfA and group members and any possible publications or articles that will result from it, a timetable leading up to the event and a detailed budget.
  - 5.6.3 Applications should be submitted well in advance of the event; it should be noted that applications will be considered on a first-come-first-served basis, assessed on their relevance to the ClfA Strategic plan and subject to the availability of funds.
  - 5.6.4 ClfA is happy to discuss the possibility of providing administrative support for Groups to help with any events.
- 5.8 ClfA is happy to pay expenses for Group committee members to attend meetings relating to ClfA business. Conditions for expenses are as follows:
  - 5.8.1 committee members may claim overnight expenses when it would be impossible for them to return home before 10:00pm or where travel would require them to leave home before 7:00am. For staff, this would only apply when working away from the office. Subsistence will be paid on the submission of receipts for accommodation and food based on the above time requirement (not including alcoholic drinks), but expenditure in a 24-hour period should not

normally exceed £75. In exceptional circumstances amounts over this may be required (for instance inner city hotels in some parts of the country).

- 5.8.2 ClfA will only cover the cost of standard class rail or air travel. Where possible, tickets should be booked in advance to take advantage of saver rates.
- 5.8.3 approval for all expenses should be agreed in advance with the Group Treasurer and be covered by the agreed Group budget.
- 5.8.4 groups that hold their own bank accounts expected to cover the cost of travel expenses themselves.

## **APPENDIX 1**

### **General timetable for Groups**

#### **December**

Submit annual budget request forms to ClfA office  
Groups Forum meeting

#### **January**

Submit conference session proposals, fringe events and displays

#### **April**

Submit annual accounts to ClfA office (for Groups that hold their own bank accounts)

#### **June/July**

Submit report for inclusion in ClfA Annual Report to ClfA office

#### **July**

Groups Forum meeting

*Groups must ensure that they hold their Annual General Meeting each calendar year and to notify the ClfA office and Membership Services Coordinators of the date of this and of new committee members/contacts elected following the AGM.*