

Honorary Secretary – Information Management Group Committee Role Description

We have an opportunity for a Cifa member to join Cifa's Information Management Committee as the Secretary. The Secretary is central to the committee and enables the group to be as prominent and active as possible.

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, Group Chair, 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 organise room bookings for all meetings and ensure committee members can attend.
- To minute the key discussions and actions of minutes of the committee meetings and AGM, and circulate these to the committee and Membership Engagement Coordinator
- To ensure the Advisory Council Group Rep circulates the minutes of Advisory Council meetings to the committee
- To ensure that the timescales for AGM notices and committee member nominations set out in the regulations document are adhered to
- To write up a brief Annual Report on the actions of the group
- To notify the Membership Engagement Coordinator of any changes to the Group's webpage
- To ensure information is communicated with the group's membership, with support from the office
- To liaise with other committee members and the Chair to produce and keep up to date the three-year plan.

Requirements:

The Secretary must be an accredited member of Cifa (Practitioner, Associate, Member) and understand the groups aims and objectives. It would also be beneficial that the Secretary is an active and responsive member. We estimate that the role would involve up to 5 hours a month.

How to apply:

Complete the nomination form (attached) and return this to the Membership Engagement Coordinator at Megan.Keates@archaeologists.net by midday 20 December 2020. Please get in touch for an informal discussion about the role.