

Honorary Chair – Equality and Diversity Group Committee Job Description

We have an opportunity for a CifA member to join CifA's Scottish Group Committee as the Chair. CifA's Scottish group represents the interests of Scotland, and those working in Scotland to CifA council and informs the CifA's work in this area. The Chair is central to the committee and enabling 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: Advisory Council, 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 chair all committee meetings, Annual General Meetings and Extraordinary General Meetings, when they arise
- To provide direction and leadership for the group's development
- To coordinate and delegate discussed tasks to other committee members, with reference to the group's three-year plan
- To understand and uphold the group's responsibilities, referring to the group's constitution and the CifA regulations for Area and Special Interest Groups
- To encourage and support the committee where appropriate
- To ensure information is communicated with the group members and the wider membership, where relevant, with support from the office.

Requirements:

The Chair must be an accredited member of CifA (Practitioner, Associate, Member) and understand the groups aims and objectives. It would also be beneficial for the Chair to have previous experience of being on a committee. We estimate that the role would be up to 4 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 1 October 2020. Please get in touch for an informal discussion about the role or call the Office on 01189 662841.