

Honorary Treasurer – Scottish Group Committee Job Description

We have an opportunity for a CIfA member to join CIfA's Scottish Group Committee as the Treasurer. 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 Treasurer 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, 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 submit the group's Annual Budget Request Form to obtain funding for the group's business such as travel and meeting rooms
- To notify the Membership Engagement Coordinator of any unforeseen expenses that might be claimed by the group, not included in the budget request.
- To submit an Events Budget Request Form when the group committee would like to hold an event, liaising with the Events Coordinator on the committee, where relevant.
- To be aware of any sponsorship relevant to group activities and events and inform the Membership Engagement Coordinator.
- To liaise with other committee members and the Chair to produce and keep up to date with the group's three-year plan
- To keep the committee informed of the group's financial affairs.

Requirements:

The Treasurer must be an accredited member of CIfA (Practitioner, Associate, Member) and understand the groups aims and objectives. It would also be beneficial that the Treasurer is an active and responsive member. We estimate that the role would involve up to two 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.