**Committee Member – New Generation Group Committee**

**Job Description**

We have an opportunity for a CIfA member to join CIfA’s New Generation Committee as an Ordinary Committee Member. The role of Ordinary Committee Member is important in delivering the group’s objectives.

The New Generation Group was set up in 2012 after it became clear that there were many people in the early stages of their career in archaeology who wanted to become more involved with the institute and the sector as a whole. New Generation’s aims is to increase the role and representation of early career archaeologists within CIfA and highlighting their contribution to the profession, whilst also holding CPD events and workshops relevant to those at the start of their career in archaeology and the heritage sector. 2020 is a great time to be more involved with the group and committee as we a formulating the group’s plan for the next three years.

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 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 attend committee meetings to discuss relevant areas relating to the group
* To support the Chair/Secretary/Treasurer with their responsibilities if needed
* To keep up to date with the group’s three-year plan and to input into this where relevant
* Often adopts a specific role within the group committee such as Social Media manager, Events coordinator or Newsletter/Communications editor.

Requirements:

An Ordinary Committee Member must be a paid member of the Chartered Institute for Archaeologists, though does not necessarily need to be accredited member. They need to understand the groups aims and objectives and want to see these achieved. It would be of benefit that nominees are active members and able to commit the 3 hours a month estimate of the role.

How to apply:

Complete the nomination form (attached) and return this to the Membership Engagement Coordinator at Megan.Keates@archaeologists.net at your closest convenience. Please get in touch for an informal discussion about the role or call the office on 01189 662841.