**Committee Member – Voluntary and Community Group Committee**

**Job Description**

We have an opportunity for two CIfA members to join CIfA’s Voluntary and Community Committee as Ordinary Committee Members. The role of Ordinary Committee Member important in delivering the groups objectives.

The Voluntary and Community Special Interest Group is a forum for members that work or hold an interest in community archaeology and the large voluntary aspect of the sector internationally. In addition to providing CIfA members with a relevant discussion, the group also represents interest of the special interest to the rest of CIfA through Advisory Council. Currently the group is working on confirming the specialist matrix for community archaeologists, though new tasks and ideas are always welcome.

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 by midday 29 April 2020. Please get in touch with Meg for an informal discussion about the role.