

CBA Festival of Archaeology Advisory Group

Terms of Reference

1. Background

The Council for British Archaeology's (CBA) Festival of Archaeology incorporates hundreds of in-person and virtual events delivered by community groups, heritage organisations, universities, commercial units, and more.

It promotes involvement in archaeology through flagship days such as "A Day in Archaeology" and "Youth Day" and allows individuals to get involved from wherever they are, all year round, through a range of downloadable resources. Each year the Festival of Archaeology has a theme.

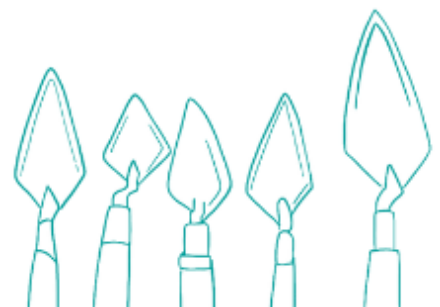
The Festival is managed, coordinated and creative content provided by a core team of three members of the CBA – the Development Manager, the Festival Coordinator and the Events Officer, with support from other CBA colleagues and volunteers.

The Festival of Archaeology requires an Advisory Group to provide critical feedback on the Festival's strategy, delivery and outcomes to support the growth and development of the event.

2. Purpose

The purpose of the Advisory Group is to bring together representatives who, based on their professional and personal experience, will enhance the output and help the future development of Festival of Archaeology engagement for the CBA, established and new organisers, and ultimately participants.

The Advisory Group will provide a sounding board on a range of strategic issues relating to the Festival such as theme, providing feedback on support received by organisers from the CBA, organiser materials, training, and the evaluation process. The advisory group could help address issues such as regional variations and improving event organisers skills sets as well as signposting key individuals, groups or venues that the Festival team can engage with.



3. Membership

The Festival of Archaeology Advisory Group comprises individuals who are both volunteers and professionals with an interest in the heritage sector. There will be a balance of scale from individuals and voluntary groups to local and national heritage organisations.

A member's role is to participate actively and collaboratively in the process of advising and representing event organisers of the Festival of Archaeology.

Where possible members should be able to bring their insights and experience of archaeology and event delivery (no matter how little or large), the ability to critically reflect on the usefulness of Festival activities and deliverables, and a willingness to express their insights and opinions.

It is also hoped that members will have a geographical reach across the UK.

The Advisory Group comprises a minimum of 6 members and a maximum of 15 members. Members of the Advisory Group are appointed following advertisement of the positions or via recruitment by the CBA Events Team.

Members of the group would serve for a minimum of 1 year and maximum of 3 years

Membership includes keeping up to date with documentation shared.

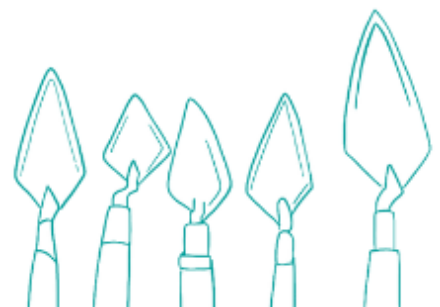
4. Meetings

Members will be invited to an online meeting (either Teams or Zoom) lasting a maximum of one hour in January, April, early July and October.

There will be email support in between meetings and meeting notes will be held in a central accessible area. If members are unable to attend there will be an option to contribute prior to the meeting via notes.

Meetings will have a set agenda with flexibility for the group to add additional items. The agenda will link to key discussions such as evaluation and feedback or the theme for the following year.

A minimum of two meetings a year should be attended.



5. Authority

The Festival of Archaeology Coordinator is responsible for coordinating the Advisory Group and the Development Manager is ultimately responsible for the project management of the Festival of Archaeology.

Members of the Advisory Group do not have the authority to commit any CBA resources or issue public statements of behalf of the CBA or the Advisory Group.

6. Behaviours

The CBA may, at its discretion remove a member from the advisory group where they:

- do not conform with the CBA's [Code of Conduct](#)
- miss two or more consecutive meetings without sufficient reason and apologies
- no longer represent the group or organisation they were appointed to represent

7. Budget

The Advisory Group has no allocated budget. Recommendations requiring CBA staff time, budget or other resources will be reviewed by the CBA Events Team and where necessary by the CBA Management and Executive Teams. Feedback on recommendations will be provided.

8. Evaluation

As a new initiative, the advisory group will be evaluated over the first three years to help with the development of the group, ensure it is fit for purpose and has value for participants and the Festival. A simple survey will be circulated to the group for completion after each quarterly meeting.

9. Review

These Terms of Reference will be reviewed annually.

May 2025

