

TERMS OF REFERENCE FOR THE ARCHAEOLOGICAL ARCHIVES FORUM

‘The purpose of archaeology is to achieve, for the benefit of society, an understanding of the human past through the study and interpretation of its material remains. Therefore, at the core of archaeology lies the long-term preservation of the past for present and future benefit: this preservation occurs in situ or as an archive of finds and records in an archive repository’. Society of Museum Archaeologists, 1995.

1. AIMS

- a) To link together in partnership all major parties with an interest in archaeological archives in order that common policies and practice can be developed and applied.
- b) To identify the courses of action necessary to further best practice in the field of archaeological archives and to effect the means to achieve this action.

2. GOVERNANCE

a) Chairman

Responsible for chairing and managing the forum meetings, leading the forum in implementing the plan and ensuring it is on track, acting as the representative of the forum nationally and ensuring that all members are fulfilling their responsibilities.

b) Vice-Chairman

Deputises for and supports the chairman as above

c) Secretary

Responsible for setting meetings, minutes and agendas. Produces summaries of the forum’s work for regular dissemination via a newsletter and web page.

These posts will have an initial term of office of one year.

d) Internet Officer

Responsible for maintaining and editing a home page and managing an e-mail distribution list. Not necessarily a member of the forum but must act with its approval.

3. FORUM MEMBERSHIP

The forum members will be designated representatives of all the major stakeholders involved in the archaeological archives initiative. A nominated stand in must be identified if the designated member is unable to attend. Individual membership will not be permitted. Each designated representative will be responsible for ensuring that the work of the forum is appropriately disseminated to their membership and that individual and group views from their membership are expressed via themselves to the forum meetings. Corresponding members will be admitted to forum membership, but this will be decided on a case by case basis.

4. FREQUENCY OF FORUM MEETINGS

The forum will meet on a tri-annual basis in the first instance, with the right to alter the frequency and timing of meetings resting with the forum chair on the advice of the membership.