

## **Terms of Reference for the CLASP Organising Committee**

### **1. Remit**

1.1. The CLASP Organising Committee (COC) shall be appointed and constituted by the CLASP Executive Committee as a committee under clause D (viii) of the CLASP Constitution. These rules may be amended at any time by the Executive Committee.

1.2. The Executive Committee is responsible for determining the specific activities it wants COC to take on and the extent of the authority delegated.

1.3 COC will only act within its delegated authority and will provide Executive Committee with timely minutes of its meeting.

1.4 COC may meet only if there is at least two members of the Executive Committee present (see below re Membership of the Organising Committee).

1.5 COC's specific Objectives are:

1.5.1 Plan, arrange and monitor the practical archaeological activities of CLASP.

1.5.2 Take responsibility for specific activities and projects as delegated to it by the Executive Committee, particularly those contained within the CLASP Strategy Document and its relevant supporting sub-strategies

1.5.3 Ensure good two way communication between the official bodies of CLASP and the associate and individual members of CLASP in support of CLASP's Constitutional Objective "TO ADVANCE THE EDUCATION OF THE PUBLIC IN THE SUBJECT OF ARCHAEOLOGY, IN PARTICULAR BUT NOT EXCLUSIVELY, IN WEST NORTHAMPTONSHIRE."

### **2. Membership of COC**

2.1. There shall be the following members

2.1.1. At least two members of the CLASP Executive Committee.

2.1.2. CLASP's Archaeological Director, appointed by the Executive Committee. (If the Archaeological Director is a member of the Executive Committee, he or she may also fulfil the requirement of clause 2.1.1, if they so choose).

2.1.3. One representative appointed by each of the Associate societies participating in CLASP activities.

2.1.4. One Individual Members' Representative per 80 CLASP individual members, elected annually by CLASP individual members under a special agenda item at each CLASP AGM.

2.1.5. Persons co-opted by COC.

### **3. Officers of the Organising Committee**

3.1. COC shall appoint triennially a Chairperson and Secretary from within its members.

### **4. Quorum, Voting and Expulsion**

4.1. To be quorate at least four COC members shall be present, including two members of the Executive Committee, and the Chairman or Secretary of COC.

4.2. All voting at COC meetings shall be by a show of hands.

4.3. If there is a tied vote the Chairperson shall have a second or casting vote.

4.4. COC shall have the power to remove any member of COC for good and proper reason.

### **5. Duties of the Officers of COC**

5.1. The **Chairperson** shall:

5.1.1. Chair meetings of the Organising Committee.

5.1.2. Act as the spokesperson of CLASP as far as its archaeological activities are concerned.

5.2. The **Secretary** shall:

5.2.1. Prepare in consultation with the Chairperson and Archaeological Director the Agenda for meetings of COC.

5.2.2. Take, prepare and keep minutes of all meetings of COC.

5.2.3. Maintain all documentation for COC and send and receive any correspondence for COC.

5.2.4. Progress actions resulting from COC decisions.

5.2.5. Collate and circulate any relevant information within CLASP.

### **6. The Archaeological Director**

6.1. The Archaeological Director shall:

6.1.1. Determine archaeological strategy in agreement with COC and co-ordinate investigation of sites, interpret archaeological data and report on all findings.

6.1.2. Present the technical aspects of CLASP's activities at functions and meetings which it has been invited to attend.

6.1.3. Report as requested directly to the Executive Committee.

**Amended February 2019**