



**C**ommunity  
**L**andscape  
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## **Role Descriptions and Specifications for CLASP Trustees - Officers**

### **Chair of Trustees**

#### Role Description

- The Chair of Trustees of CLASP is the, elected, focal head of the Charity.
- The principal role will be to Chair General Meetings of the Charity and periodic meetings of the Board of Trustees.
- The Chair must ensure that the activities of the Charity are lawful.
- The Chair must perform his duties in an impartial manner but following the constraints of the CLASP Constitution, Rules of the Trustees and any policies of the Trustees.
- Ensure that the CLASP Strategy document is seen as the baseline for taking the Charity forward. The document must be maintained to ensure it remains appropriate.
- In conjunction with the Treasurer and other Trustees the Chair must ensure that the Charity is run on a financially sound basis, with proper financial planning. The Chair must also ensure that the Charity pursues all appropriate channels for financial support.
- It is important that the Chair ensures that a proper and effective relationship is maintained between the Trustees and the Organising Committee.
- The Chair of Trustees will be seen as the public face of the Charity but where appropriate will delegate this role to other officers, specifically the Archaeological Director for technical issues.

#### Individual Competencies

- Has experience of Committee work, including chairing meetings, for small to medium organisations.
  - Preferably has experience of charity management.
  - Is a good communicator and advocate who can build effective relationships both internally and external to the organisation. Ideally is trained and experienced in media relations.
  - Has at least oversight experience of financial management.
  - Preferably has experience, or at least an interest, in archaeological and historical issues.
  - Should have the ability to prepare comprehensive written reports and analytical papers.
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## Treasurer

### Role Description

- To maintain accounts for CLASP that illustrate all income and expenditure. Prepare copies of these accounts for the annual audit and inclusion in the Annual Report of the Trustees.
- A summary of the current financial situation must be submitted to the Secretary for inclusion in the Agenda at least seven days prior to any meeting of the Trustees.
- To maintain the authorised CLASP Bank Account , including reconciling it against monthly statements
- To ensure that all monies received are promptly paid into the CLASP Bank Account.
- To make properly authorised payments from the CLASP Bank Account.
- To assist in the preparation of future budgets.
- To assist in the preparation of funding bids as required.

### Individual Competencies

- Experience in the role of treasurer in a small to medium organisation, preferably with some knowledge of charitable requirements.
  - Ability to prepare accounts and periodic financial synopses. Additionally can prepare narrative reports as required.
  - Budgetary experience.
  - Some fundraising experience.
  - Preferably has experience, or at least an interest, in archaeological and historical issues.
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## **Archaeological Director**

### **Role Description**

- To be the technical lead for CLASP
- Provide technical advice to the Organising Committee on Research Proposals that are submitted for agreement, not least to ensure that they meet the demands of Research Agendas from a national, regional and local level.
- Ensure that all technical work is carried out to both national and local standards and that all reports are prepared expeditiously.
- Oversee all fieldwork either directly or through properly trained supervisors.
- Oversee all post – excavation work either directly or through properly trained supervisors.
- Instigate potential areas for future research.
- Act as a focal point externally for CLASP on technical matters, has the ability to undertake media interviews

### **Individual Competencies**

- Has received formal training in archaeological matters and holds an appropriate qualification.
  - Has significant experience in archaeological fieldwork and research including as a project manager.
  - Has the ability to deal with the media and be an external advocate for CLASP.
  - Contacts with relevant academic institutions
  - Ability to mentor and develop appropriate members as technical supervisors.
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