

# **ICAHM Function, Roles, and Responsibilities Statement**

## **Statement of ICAHM Function**

The organization described below and in the accompanying organization chart assumes that the essential functions of ICAHM are as follows:

- ❖ To establish, promulgate, and encourage adherence to high standards and best practices for a) management of archaeological sites and resources, b) archaeological research, and c) aspects of cultural resource management.
- ❖ To develop and enhance a network of professional archaeologists and archaeological site managers for the purpose of transmitting theoretical and practical skills and encouraging high standards and best practices for a) management of archaeological sites and resources, b) archaeological research, and c) aspects of cultural resource management.
- ❖ To organize conferences and workshops, to produce publications, websites, and other mechanisms utilizing a variety of media to promulgate high standards and best practices for a) management of archaeological sites and resources, b) archaeological research, and c) aspects of cultural resource management.
- ❖ To provide the best qualified ICAHM Expert Members for desk audits and site visits to archaeological sites that have been nominated for inscription on the World Heritage List
- ❖ To provide the best qualified ICAHM Expert Members for monitoring of condition of archaeological sites that are inscribed on the World Heritage List
- ❖ To encourage the nomination of appropriate archaeological sites to the World Heritage List, and to assist in nominations by contributing to comparative studies, giving advise about the preparation of nomination dossiers, management plans or other relevant steps.

# **President**

**The President is elected by plurality vote of the ICAHM members that are designated as the voting member of the National Committee to which they belong. Elections are held every three years. The person elected serves three years as President-Elect (see below), then three years as President.**

## **Duties of the President**

### **Basic Functions**

Serves as chief elected officer, representing the entire membership and the best interests of the committee. Exercises personal leadership in the motivation of other officers, ICAHM Executive members, committee members and staff. Establishes goals and objectives for the organization during his or her three-year term of office. Acts as spokesperson and inspirational leader and takes an important part in monitoring and evaluating organizational performance and effectiveness.

### **Duties, Responsibilities and Authority**

Within the limits of ICAHM's Bylaws and policies, the President is responsible for and has commensurate authority to accomplish the duties set forth below:

1. Recommends, and upon approval, operates within the annual budget if there is one.
2. Attends and presides all ICAHM annual meetings.
3. Sees that the ICAHM Executive is kept fully informed on the conditions and operations of ICAHM.
4. Sees that the basic policies and programs which will further the goals and objectives of ICAHM are planned, formulated and presented to the ICAHM Executive.
5. Appoints liaisons to ICAHM task forces, outlines the purpose and duties of task forces created by the Executive, and monitors progress.

6. Sees that the organizational structure of ICAHM is reviewed as needed.
7. Supports and defends policies and programs adopted by the ICAHM Executive.
8. Promotes interest and active participation in the ICAHM Executive on the part of the registrants and reports activities of the ICAHM Executive and ICAHM to ICAHM members by means of letters or publications.
9. Presents an annual report at the ICAHM annual meeting.
10. Acts as spokesperson for ICAHM to the press, ICOMOS, legislative bodies and related organizations, working closely in coordination with the Secretary-General and ICAHM Executive.

## **President-Elect**

### **Duties of the President-Elect**

#### **Basic Functions**

The President-Elect needs to be familiar with all phases of ICAHM activities and functions, and be prepared to assume the office of President at any time. In the absence of the President or upon his request, the President-Elect must be ready to conduct meetings and assume all duties and responsibilities of the President's office.

#### **Duties and Responsibilities**

The most important duty is to assist the President.

Responsible for any other assignments made by the President.

# **Secretary-General**

**The Secretary-General is elected by plurality vote of the ICAHM members that are designated as the voting member of the National Committee to which they belong. Elections are held every three years.**

## **Duties of the Secretary-Treasurer**

### **Duties and Responsibilities**

1. Certify and keep at the principal place of business of ICAHM the ICAHM Charter or a copy, including all amendments or alterations to the regulations.
2. Oversee the taking of minutes of the annual and any other ICAHM meetings.
3. Sign, certify, or attest documents as may be required by law or the business of ICAHM.
4. See that the books, reports, statements, certificates, and all other documents and records required by law are properly kept and filed.
5. Oversee charge and custody of, and be responsible for, all funds and securities of ICAHM, and deposit all funds in the name of the corporation in banks, trust companies, or other depositories as shall be selected by the ICAHM Executive.
6. Oversee receipt for monies due and payable to ICAHM from any source whatever.
7. Oversee disbursement or cause to be disbursed the funds of ICAHM as may be directed by the ICAHM Executive, taking proper vouchers for the disbursements.
8. Keep and maintain adequate and correct accounts of ICAHM's properties and business transactions including account of its assets, liabilities, receipts, disbursements, gains, losses and capital.

9. Exhibit at all reasonable times the books of account and records of ICAHM to any Voting Member, or to proper persons on terms as are provided by law, on proper application during business hours at the office of the corporation where the books and records are kept.
  
10. When and as requested, render to the President and Executive members all his or her transactions as Secretary-Treasurer and the financial condition of the corporation.
  
11. On the written request of any ICAHM Voting Member, and within five days after the request, mail to the ICAHM Voting Member the then latest annual Statement of Financial Position and Statement of Activities of ICAHM. The financial statements shall have been prepared in accordance with generally accepted accounting principles.
  
12. In general, perform all the duties incident to the office of Secretary-Treasurer and all other duties as from time to time may be assigned to him or her by the ICAHM President or by majority vote of the ICAHM Executive.
  
13. Review the list of board nominations and insure that all nominees are Expert Members in good standing.
  
14. Oversees activities of the Registrar and Board of Registration.

## **Vice-Presidents**

**The Vice-Presidents are elected by plurality vote of the ICAHM members that are designated as the voting member of the National Committee to which they belong. Elections are held every three years.**

### **Duties of the Vice-Presidents**

1. Recommends ICAHM members to the Board of Registration and the Registrar.
2. Solicits input from the region for which they are Vice-President to publications such as newsletters or ICAHM occasional publications and other media, including news media, as requested by the Communications Committee.
3. Upon request by the World Heritage Site Nominations Review Committee, recommends Expert Members for desk reviews and site visits.
4. Identifies archaeological heritage management needs for the region of the world represented, prioritizes these, and develops action plans to address them.
5. Identifies urgent archaeological heritage management developments, issues, events, and controversies in the region of the world represented and develops suggestions and action plans to address these in concert with the ICAHM President.
6. In general, perform all the duties incident to the office of Vice-President and all other duties as from time to time may be assigned to him or her by the ICAHM President. These might include serving on committees or assisting in the staffing of them or review of committee activities; investigating issues and concerns that have been brought to the attention of the ICAHM President; and coordinating with national committees or representatives of other organizations directly or tangentially involved with archaeological heritage management (e.g., UNESCO, IUCN, Ministers of Culture or Fine Arts, Directors of Departments of Antiquities, etc.) in collaboration with the President.

## **Registrar**

**The Registrar is appointed by the President with the advice and consent of the ICAHM Executive, from among the ICAHM Expert Members.**

The Registrar is responsible for maintaining the list of ICAHM members by category, updating it on a quarterly basis and providing it to the Communications Committee so that it might be posted on the ICAHM website and announcements can be made of new members. The Registrar is responsible for relaying applications to the Board of Registration, which informs the Registrar of its decision in a timely manner.

The ICAHM Executive may also decide to incorporate the duties of Registrar with those of the Secretary when membership level is low.

# Board of Registration

**Three ICAHM Expert Members comprise the Board of Registration.  
They are elected by plurality vote of ICAHM Expert Members.**

Three members shall be elected to a three-year term by a vote of the all ICAHM Expert Members. The Board of Registration will review applications for membership to ICAHM, deliberating among themselves the appropriate category of membership, which shall be decided by vote among the Board. The Board might decline membership in any category to and for any applicant. The Board will also review membership criteria from time to time, and can at their digression put forth amendments to criteria for membership at any level for a popular vote taken of all ICAHM Expert Members. Any vacancy in these positions shall be filled by appointment of the President with the advice and consent of the ICAHM Executive. The Registrar is responsible for determining whether to approve applications for all categories of membership in ICAHM.

ICAHM Expert Members must be recertified as such each three years by the Board of Registration. All Expert Members are required to be active members of ICAHM in order to be recertified, as demonstrated by

1) maintaining membership in an ICOMOS national committee, and

2) participating in ICAHM programs and activities each calendar year in one of the following ways, and submitting a statement each year that describes the manner and outcome of participation:

- Holding elective or appointive office and carrying out responsibilities to the satisfaction of the President and ICAHM Executive
- Membership in a committee or sub-committee and satisfactorily carrying out tasks assigned by committee or sub-committee chairs,
- Oral presentations at ICAHM meetings
- Oral presentations to groups other than ICAHM to further the objectives of ICAHM
- Contributing to ICAHM publications by authoring or co-authoring articles, books, or other works
- Contributing to ICAHM publications by participating in editorial tasks
- Carrying out tasks assigned by the President

# Standards Board

**Three ICAHM Expert Members comprise the Standards Board. They must be from different regions/continents and are elected by plurality vote of ICAHM Expert Members.**

The Standards Board shall examine existing Codes of Conduct or Ethics and/or Standards of Research Performance and similar standards that have been adopted by other organizations that are concerned with these matters, such as RPA, IFA or NVvA. The Standards Board will evaluate these standards, with due respect for regional and national traditions and diversity, and the way in which they are upheld.

Organization with standards that are considered by the Board to be of sufficient quality and global adaptability, and that are adequately maintained, can be recognized by ICAHM. Recognition is established by decision of the Board upon a unanimous recommendation of the Standards Board.

The Standards Board shall consist of three ICAHM Expert Members as well as a First, Second and Third Alternate, all of who must be ICAHM Expert Members. No member may be from the same continent and only one Alternate may be from the same continent as a Member. One Standards Board member and one Alternate shall be elected by a ballot of Expert Members each year, and each shall hold office for three years or until a successor shall be duly elected. The Standards Board member with the longest tenure shall serve as the Chair of the Standards Board.

The Standards Boards will work proactively with organizations that are catalysts for projects that affect archaeological sites to encourage compliance with standards endorsed by ICAHM.

The Standards Board will work with the Executive and the Communications Committee to conduct and encourage training that advances the standards endorsed by ICAHM.



## **Communication Committee**

A Communication Committee will be appointed by the President, ICAHM, with the advice of the ICAHM Executive. There shall be four Communications Committee Members. These are:

- A Chair that will liaise with the ICAHM Executive to advise on content and, as relevant, the specific form that it should be given to content among media listed below. The Chair will also solicit content as directed by the Executive, as communicated by the President.

The other three members will proactively recommend and solicit content and recommend form, but shall be primarily responsible for incorporating content and form in a timely way into the media below. These members will be responsible for, respectively:

- The ICAHM website(s),
- The section of the ICAHM website that shall serve as a list serve,
- Occasional publications, and.

## **Registrant Functions**

The ICAHM Executive is expected to serve as a “Committee of the Whole” for purposes of membership recruitment. Vice-Presidents are frequently asked to recommend appropriate members, in particular Expert Members, from the region that they represent, and participate in calling and writing to prospects.

## **The ICAHM Executive**

The ICAHM Executive will be comprised of the President, past Presidents, Secretary-General, immediate past Secretary General, and Vice-Presidents of ICAHM, as well as the Registrar, Chair of the Communications Committee and Chair of the Board of Standards