Centre for the Advancement of Interprofessional Education

Collaborative practice through learning together to work together

CAIPE TREASURER ROLE

The Treasurer must be an elected CAIPE BOARD member and thus part of the CAIPE decision making process with the ability to vote.

The Treasurer must be consulted on all significant financial matters involving CAIPE finances

The Treasurer should be a member of the CAIPE Executive group

The Chair and Vice Chairs will invite a board member to take up the role for a period of no less than two years and no more than four years.

A new Treasurer should be selected at least six months before the present Treasurer retires.

ONGOING TASKS:

1. Update and produce a business plan; annually
2. Report to the Board meetings and the Executive group meetings
3. Monitor weekly the CAIPE bank accounts
4. Work with Administrative assistant over bookkeeping and invoices
5. Liaise with the CAIPE Accountant on CAIPE finances and preparation of the AGM accounts
6. Reinvest the money annually in a bond set aside for the CAIPE risk fund
7. Pay self employed staff monthly
8. Pay Taylor & Francis's remittance for JIC part of CAIPE membership

9. Ensure all executive members have bank access and are able to sign CAIPE cheques.
10. Obtain approval from Chair and Vice-Chairs to pay any CAIPE invoices and other payments over £500

EJH
9/08/16