



The administrative coordinator of CAIPE workshops.

Background

At the CAIPE board meeting held on 17/2/16 a workshop policy was agreed for board members who have expressed an interest in workshop facilitation. This included the following points:

1. The process should be co-ordinated by one person.
2. The present process and policy on pricing, quoting and invoicing should be made more formal.
3. To ensure a consistent corporate CAIPE philosophy workshops should be provided for all CAIPE board members ourselves at the 2016 away day.
4. Quality assurance should include evaluation and feedback from participants and facilitators.
5. The importance of writing a brief report was agreed but confidentiality is paramount.

The executive group was subsequently asked to develop a role description for the administrative co-ordinator. This was discussed at the executive group meeting on 21/4/16 and the following proposed:

The co-ordinator:

Will usually be a CAIPE board member

Have recent experience of and involvement with facilitation of IPE group work

The co-ordinator will:

Coordinate the process of workshops.

Negotiate costs (inclusive of travel, subsistence & accommodation);

Market CAIPE Workshops.

Ensure CAIPE values are adhered to.

The post will be voluntary with reasonable expenses reimbursed in accordance with CAIPE policy.

Collaborative practice through learning and working together