



Centre for the Advancement of
Interprofessional Education

The CAIPE Executive Group Policy

Purpose, Function and Membership

Purpose:

The purpose of the Executive Group is to conduct the day to day decision making business of CAIPE as a virtual organisation in support of the Chair and on behalf of the Board to whom the Executive report.

Function:

- To meet regularly between Board meetings.
- To support the Chair in the promotion and decision making activities of CAIPE.
- To decide what issues need to be on the Board agenda.
- To make decisions on the day to day management of CAIPE.
- To report to the Board actions taken.
- To seek out the support of others to assist CAIPE in conducting its business as necessary.
- To oversee and recommend to CAIPE Board:
 - response to policy and other relevant consultations;
 - website management;
 - administrative management;
 - membership management;
 - financial management.

This enables the Board to deal with the more strategic aspects of CAIPE.

Membership:

- ✓ Chair and Vice Chair(s)
- ✓ Treasurer
- ✓ Two Board members invited by the Chair
- ✓ President (Ex-Officio)

Appointment criteria:

- Vice Chair:
Historically this role has developed differently from some other organisations. Candidates are invited by the Chair and agreed by executive group. The role is to support the chair.
- Executive Group members should:
 - Have significant experience within IPE
 - Have demonstrated the ability to complete tasks assigned to them in their role and responsibility as a Board member.
 - Have adequate protected time to contribute to position
 - Have a history of regularly attending CAIPE events
 - Be proactive in supporting CAIPE.