



Faculty of Physician Associates Treasurer role description

Role context

As the professional membership body for physician associates (PAs) and PA students across the UK, the Faculty of Physician Associates (FPA) is committed to providing professional support to members, campaigning for progress and change on behalf of the profession and raising awareness of the wide remit of the PA role and its contribution to patient care.

The FPA reviews and sets standards for:

- the education and training of PAs
- the PA National Examination and recertification exam.

The FPA Board is responsible for ensuring that the FPA fulfils its commitments as outlined above, and within the governance framework of the RCP.

Specific duties

The treasurer of the FPA shall be responsible for:

- assuring accurate maintenance and accounting of the finances of the FPA within the systems and governance processes of the RCP
- providing a report of the general financial condition of the FPA at the annual meeting of the membership
- providing regular financial updates at each Board of Trustees meeting as a standing item
- monitoring monies generated by the FPA into such accounts as are established by the RCP, disbursing such monies as necessary on order of the Board but within the financial processes of the RCP, monitoring such records of these transactions as necessary, reporting to the Board the financial status of the FPA and accounts when requested and other duties as assigned
- reviewing avenues that the FPA may be able to explore for funding (grants, sponsorship) and fundraising.

The treasurer of the FPA shall be subject to the greater authority of the RCP treasurer and Board of Trustees.

Time commitment

Approximately 1 day per week, including (but not limited to) attendance at FPA Board meetings, executive team meetings and Board of Trustees meetings.

Financial aspects

Candidates for the role should be aware that this post is not remunerated, and it is the duty of the candidate to obtain advance agreement from their employer that they will be given time to attend meetings and perform any ad hoc duties. However, Board members can claim reimbursement for travel expenses to meetings in line with the FPA expenses policy.

Term of office

A maximum of 3 calendar years as per the bye-laws of the FPA/RCP.

Role requirements

Essential

- A qualified member of the FPA, and be in good standing on the Managed Voluntary Register
- Candidates should not hold another position on the FPA Board
- Experience and understanding of accounts, budgets and budgeting
- Experience and understanding of using spreadsheets, Microsoft Excel and IT systems

Desirable

- An accounting or equivalent qualification would be preferable
- Previous experience as a treasurer
- Convey a clear understanding of the mission of the FPA
- 3 years post-qualification experience