



APS President Elect

We are seeking an inspiring and committed individual who is passionate about supporting the future direction of APS.

The ideal candidate will bring energy, enthusiasm and a commitment to representing the interests of APS and its members. You will be able to work collaboratively as part of a Board, act as an ambassador for the Association, and help shape the future of the organisation.

Candidates for President Elect must be a current member APS and hold IMaPS or above membership status.

Application process

Candidates wishing to apply should carefully review all supporting information, including the role description, and submit the following documentation by the closing date: **22 October 2026 at 12pm**. Please return to Nicola Lally – Company Secretary - nicola.lally@aps.org.uk

Covering Letter:

Please provide a covering letter outlining why you are interested in the role, your motivation for supporting APS, and the contribution you believe you could make to the organisation.

Vacancy Statement outlining:

Statement (**maximum 250 words**) outlining your suitability for the role. Your statement should demonstrate how your skills, knowledge, experience and personal qualities meet the requirements set out in the role description and explain the contribution you would make to APS.

Curriculum Vitae (CV)

- An up-to-date CV detailing relevant experience, qualifications and achievements.

Candidate Eligibility form

Complete the form in full providing as much detail as possible.

APS selection process

APS HQ will verify all applications and submit to the Nominations Committee who will assess each candidate against the application criteria and the requirements of the role.



Assessment and election process

Candidates who meet the eligibility criteria will progress through the following stages:

- Interview with the Nominations Committee.
- Submission of a short candidate video outlining your interest in the role, your relevant experience, and what you would bring to APS. Guidance will be provided. Candidate videos will be published on the APS website to enable members to learn more about the candidates and make an informed decision when voting for the next President-Elect.
- Candidates will take part in a virtual APS hustings and Q&A session, providing members with the opportunity to hear from the candidates and ask questions ahead of the President-Elect election.

Please note that the President-Elect is elected by the APS membership. The APS Nominations Committee oversees the recruitment process, ensuring that applications are assessed fairly and in line with the agreed eligibility criteria and governance arrangements.

APS currently has vacancies for the positions of President-Elect and Director. Members are welcome to apply for both positions; however, a separate application, including all required supporting documentation, must be submitted for each role.

The Association for Project Safety (APS) is committed to protecting your personal data and handling it in accordance with UK data protection legislation. Information submitted as part of your application will be used solely for the purposes of administering the recruitment and election process, assessing your suitability for the role, and communicating with you regarding your application.

Where relevant to the election process, candidate information, including personal statements, photographs and candidate videos, may be shared with APS members and/or published on the APS website. By submitting an application, you consent to the use of your information for these purposes. Personal data will be retained only for as long as necessary to fulfil the purposes of the recruitment process and in accordance with APS's data retention policies.

For further information on how APS processes personal data and your rights under data protection legislation, please refer to the APS Privacy Policy.

The Association for Project Safety

APS President Elect – Non-Executive Director

The APS President-Elect is a Non-Executive Director who supports the President and Board in providing strategic leadership, governance oversight and senior representation for APS. The President-Elect works closely with the President, Chair, Chief Executive Officer and Board to ensure leadership continuity and to prepare for the future transition to the role of President. The APS President-Elect is elected by Members, not appointed by the APS Board.

The post	
APS President Elect	
Role purpose	The President-Elect supports the President, Board and Executive Team in advancing the strategic objectives of APS while preparing to assume the office of President. The role provides leadership continuity, contributes to organisational development, and ensures a seamless transition of leadership through succession to the Presidency, and then role of Past-President, in accordance with the Articles of Association.
Key Duties & Responsibilities	
	President -Elect specific duties • Support the President in fulfilling their ambassadorial and leadership responsibilities. • Work closely with the President, Chair, Chief Executive, Company Secretary and Executive Team to understand current organisational priorities and strategic challenges. • Contribute to the development and promotion of APS strategy and long-term objectives. • Represent APS at meetings, events and stakeholder engagements as delegated by the President or Board. • Build relationships with members, volunteers, staff and external stakeholders to support future leadership responsibilities. • Support leadership continuity through active collaboration with the President and Past President. • The President Elect is responsible for reviewing and signing off the annual year-end accounts on behalf of the Board, ensuring they have been appropriately scrutinised and approved before submission to company's house. • Prepare for the transition to the Presidency through engagement with governance, strategic planning and organisational activities.

- Undertake specific projects, initiatives or representational activities as agreed with the President, Chair or Board.
- Act as an ambassador for APS, promoting the Association's values, objectives and professional standards.
- Deputise for the President where appropriate and when authorised.
- Contribute to member engagement activities and support the Members Representative Group where required.

Board Director Duties

- Serve as a Non-Executive Director of the Association and comply with the statutory duties set out in the Companies Act 2006.
- Act collectively with the Board of Directors in the best interests of the Association and its Members.
- Contribute fully and constructively to Board discussions and decision-making.
- Promote the success of the Company in the way the Director considers, in good faith, would be most likely to promote the success of the Company for the benefit of its members as a whole.
- Ensure compliance with the Articles of Association, Rules, governance policies and the Code of Conduct.
- Declare and appropriately manage conflicts of interest [avoid conflicts of interest].
- Provide leadership and insight into supporting the development and delivery of the Association's strategy
- Work in partnership with the Chair and fellow Directors to ensure effective governance and strategic alignment.
- Promote and protect the reputation, values, and long-term sustainability of APS on behalf of its members.
- Exercise no individual authority except where formally delegated by the Board and within agreed limits.
- Exercise independent judgement & reasonable care, skill and diligence.
- Not accept benefits from third parties.
- Perform their duties (whether statutory, fiduciary or common law) faithfully, diligently and to a standard.

	• Maintain the confidentiality of any confidential company information that they have access to in the course of carrying out their duties and only use it only for the purpose of fulfilling their responsibilities as an APS Board Director. • Support effective oversight and shared collective accountability for organisational performance, effective financial stewardship and financial sustainability, risk management and governance on behalf of the Association and its members. • Perform their duties faithfully, diligently, ethically and in accordance with applicable statutory, fiduciary and common law obligations. • Serve on Board committees, working groups or panels when appointed and contribute fully to their activities. • Must maintain their eligibility to hold office throughout their term and comply with the requirements set out in the Articles of Association and any related governance policies. Collaboration with the President • Work closely with the President to gain an understanding of all aspects of the role. • Support the President in delivering strategic priorities and member engagement activities. • Attend key meetings and events to ensure leadership continuity and organisational resilience. • Assist in the development of future strategic initiatives and priorities. • Prepare to assume the office of President at the conclusion of the President's term of office.
Person Profile	
	Essential • Current APS Member at CMAPS or above • Detailed knowledge of the industry sector in which APS are engaged, including an awareness of current policy and developments • Strong commitment to APS's purpose, values and strategic objectives. • A track record of active engagement and meaningful contribution to the organisation or APS's professionals. • A leader with Senior leadership and/or board-level experience • Understanding of non-executive governance in a not-for-profit, charity or membership context • Ability to exercise independent judgement and provide constructive challenge

	• Ability to advance the organisation externally with prior experience of industry and/or government and/or regulator engagement and current developments • Ability to relate and establish effective relationships with diverse stakeholders and at all levels in an approachable and respectful manner • High standards of integrity, professionalism and discretion. • Ability to commit sufficient time to fulfil the responsibilities of the role. • Commitment to developing knowledge and understanding of the Presidency. Desirable • Experience representing organisations externally. • Established external profile and/or network relevant to APS's objectives. • Experience of working within a membership or professional body environment.
Reporting lines	
	The President-Elect is accountable to the membership and operates within the authority delegated by the Board and the organisation's governing documents.
Other	
	Time Commitment The role requires necessary and sufficient time commitment to fulfil the responsibilities of the role effectively, including attendance at Board meetings, organisational events and other activities associated with the position. The President Elect should keep the Board informed of any significant new commitments that may affect their ability to fulfil the responsibilities of the position.
Committee/Meeting Participation	
	• APS Board of Directors • Board committees as required • Annual General Meeting and other key Members' meetings • Annual APS Conference • Senior Leadership Group • Nominations Committee • Chair of the APS Finance Committee • Member of the APS Disciplinary Committee

ASSOCIATION FOR PROJECT SAFETY

Vacancy statement

Please complete the following and return it – with the attachments requested – to Nicola.lally@aps.org.uk

Post for which you are applying

Personal Details

Name		
Membership number		
Contact details	Email	
	Phone	

Personal Statement

Please provide a personal statement (**maximum 250 words**) outlining your suitability for the role. Your statement should demonstrate how your skills, knowledge, experience and personal qualities meet the requirements set out in the role description and explain the contribution you would make to APS.

Attachments required:

- | |
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| 1. Please provide a covering letter outlining why you are interested in the role, your motivation for supporting APS, and the contribution you believe you could make to the organisation. |
| 2. Up to date CV |
| 3. Vacancy Statement [This form] |
| 4. Candidate Eligibility form |

Please note:

All applications will be reviewed by the Nominations Committee. The Committee will assess applications against the requirements of the role and make recommendations to the APS Board. The APS Board retains responsibility for the appointment of Directors in accordance with the Articles of Association and governance arrangements.

Candidate Declaration

I confirm that the information provided in this application and the accompanying documents is true and accurate to the best of my knowledge.

Signature: _____

Date: _____

Information provided as part of this application process will be used solely for the purpose of assessing suitability for appointment and will be processed in accordance with APS Data Protection and Privacy Policies.

ASSOCIATION FOR PROJECT SAFETY

CANDIDATE ELIGIBILITY

Post for which you are applying

Personal Details

Name

Membership number

As the **Association for Project Safety (APS)** is a company limited by guarantee, it is essential that no legal or financial barriers prevent candidates from holding office. Please review the statements below and confirm your eligibility by **signing and dating this declaration**.

I declare that the following statements are true:

1. I am not subject to a current Director Disqualification Order or Director Disqualification Undertaking under the Company Directors Disqualification Act 1986.
2. I have not been convicted of any offence which may reasonably bring APS into disrepute or materially affect my ability to discharge the duties and responsibilities of a Director.
3. I declare any actual, potential or perceived conflicts of interest which may arise through my employment, business interests, directorships, trusteeships or personal relationships and undertake to notify APS of any changes.

Please detail any interests to be declared:

I confirm that, other than any interests disclosed above, I am not aware of any matter that would constitute a conflict of interest or otherwise affect my eligibility to serve as a Director of APS.

4. I confirm that I am a current APS member and remain in good standing with the Association.
5. I am not subject to any current bankruptcy, sequestration, insolvency or similar proceedings that would prevent me from acting as a Director.
6. I am not party to any arrangement with creditors (e.g., Individual Voluntary Arrangements or similar) that would

impair my ability to take up this position.

7. I am not under the oversight of a receiver or judicial factor in relation to all or part of my property that would affect my capacity to perform this role.

Additional Declaration

I understand that providing false or misleading information may result in my application being withdrawn or, if appointed, my appointment being terminated.

The information provided on this form will be used solely for the purpose of assessing eligibility for appointment and will be processed in accordance with APS's Data Protection and Privacy Policies.

Print Name	
Signature	
Date	