



APS Director without Portfolio

We are seeking committed and forward-thinking individuals to join the APS Board as Directors and help guide the future development of the Association.

The ideal candidates will bring a passion for good governance, strategic thinking, and a commitment to supporting APS and its members. Directors are expected to contribute to Board discussions, provide constructive challenge, support the delivery of the Association's strategic objectives, and act as ambassadors for APS.

Candidates for the role of Director must be current APS members and demonstrate a commitment to the values, objectives and long-term success of the Association.

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: Thursday 29 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. The Nominations Committee will assess candidates and make recommendations to the Board.

Assessment and recruitment process

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

1. Candidates will be invited to give a short presentation/interview to the Board to demonstrate their suitability for the role. Existing Directors standing for re-election are also encouraged to present to the Board to outline their contributions and future aspirations for the role.
2. The Board will make the final appointment.

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 encouraged 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 Director – Non-Executive – without portfolio

The APS Director is a Non-Executive Director who contributes to the leadership and governance of the Association as a member of the Board. Directors act collectively to oversee the affairs of APS, provide strategic insight and constructive challenge, and support the long-term success, sustainability and reputation of the Association on behalf of its members.

The post		APS Director
Role purpose		To provide strategic leadership, governance oversight and independent judgement in support of the Association's purpose, members and long-term sustainability. Directors act collectively as members of the Board to oversee the affairs of APS, promote its success, ensure effective governance and support the delivery of its strategic objectives.
Key Duties & Responsibilities		
		• 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 decision-making and discussions. • 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. • Act in accordance with the Association's objects and ensure decisions support the achievement of those objects. • Ensure compliance with the Articles of Association, Rules, governance policies and the Code of Conduct. • Declare and appropriately manage actual, potential and perceived conflicts of interest and maintain an up-to-date declaration of interests. • Provide leadership and insight into supporting the development and delivery of the Association's strategy. • Support effective oversight of organisational performance, financial sustainability, risk management and governance. • Support the identification, assessment and management of strategic and operational risks facing the Association.

	• Work in partnership with the Chair, Chief Executive Officer 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. • Act as an ambassador for APS and uphold the professional standing of the Association. • 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 faithfully, diligently, ethically and in accordance with applicable statutory, fiduciary and common law obligations. • Maintain the confidentiality of any confidential company information obtained through the role and use such information only for the purposes of fulfilling APS responsibilities. • Attend and actively participate in Board meetings, strategic planning sessions, governance activities and other meetings necessary to fulfil the responsibilities of the role. • Keep informed of developments affecting APS, its members, the construction industry and the wider professional and regulatory environment. • 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.
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Person Profile

	Essential • Current APS Member (where required by the role and governing documents). • Commitment to the purpose, values and objectives of APS. • Ability to think strategically and contribute to long-term organisational planning. • Understanding of governance and the role of a Non-Executive Director. • Ability to exercise independent judgement and provide constructive challenge. • Strong communication and interpersonal skills. • High standards of integrity, professionalism and discretion. • Ability to commit sufficient time to fulfil the responsibilities of the role.
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	Desirable • Previous Board, Trustee, Non-Executive Director or committee experience. • Experience within professional membership organisations, not-for-profit organisations or the construction industry. • Experience in one or more relevant disciplines such as governance, finance, risk, strategy, membership, professional standards, education or organisational development.
Reporting lines	
	The Director is accountable to the membership through the governance arrangements of APS 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 Directors 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 • Other meetings, events or activities associated with the role as required

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	