

ASSOCIATION FOR PROJECT SAFETY [APS]

PRESIDENT (AND PRESIDENT ELECT)

Vacancy Description

The Association for Project Safety [APS] is seeking to appoint a president elect who will, on completion of the term of office, progress to become president of the Association. The president elect will join the current President as part of the presidential team on the Association's board of directors. The president elect, as a member of the board will also be a director of APS and listed on Companies House.

The role of President-Elect is a two-year appointment that allows the post holder visibility across the Association's activities and decision-making processes, before commencing a two-year term as President. The appointment of the President-Elect is, therefore, the *de facto* appointment to the role of the incoming President of the Association and has a total time commitment of four years.

The President-Elect is the deputy to the President, is expected to be available to advise the President and to carry out duties on their behalf, as and when requested by the President or the Board of Directors.

Please note this vacancy is for APS members only.

Summary

Body:	Association for Projects Safety [APS] – Board of Directors
Location:	Hybrid – the group meets remotely with occasional meetings in Edinburgh
Skills required:	Board level experience, preferably at chair level. See the specification below.
Remuneration:	The post is voluntary and unremunerated. APS will meet approved expenses of board members [i.e. accommodation, travel and subsistence].
Time Requirements:	On average around five all-day meetings per year. Will also be required to represent the Association and its members on industry-wide panels and bodies. Successful candidates will need to be able to commit an average of two days every month for meetings and other Association representation activities as required.

The Association for Project Safety [APS]

The Association for Project Safety [APS] is a company limited by guarantee.

APS is the professional body dedicated to eliminating deaths, reducing injury and tackling ill-health associated with construction. APS aims to improve, and promote excellence in, professional practice in design and construction health and safety risk management, helping everyone manage risk and implement building regulations effectively and proportionately. The Association contributes to the national debate on building and infrastructure safety, regulation and legislation, providing training, education and support and member networking opportunities. APS works with other bodies and partners to improve – through good design and throughout the life cycle of projects and buildings – health and safety for everyone involved in construction and use.

More information about can be found at: www.aps.org.uk

APS Structure

The Association has a board of directors of up to nine and a regional network of six regions each with two elected representatives. It has a permanent staff of 8 based in Edinburgh operating a hybrid working model.

Duties of the President Elect

The candidate elected as president elect will at the end of their tenure become the President of the Association.

The President Elect will:

- Support and assist the President of the Association to represent the Association externally and internally
- Support and assist the President and Independent chair of the Association by imputing to the strategic direction and leadership for the Association and its membership
- Support and assist the board of the Association by maintaining good corporate governance by keeping under review the overall corporate governance arrangements of the Association and making recommendations for improvement
- Ensure that the Association provides effective support and up to date guidance to its membership
- Represent the Association and its membership
- In the absence of the President, represent the organisation and present on behalf of the Association at external meetings.
- The President elect, as a director, will sit on the Association's Finance committee and will be required to report on the activities of the committee to the Board.

Duties of the President

The President will:

- Provide strategic input and long-term vision with the board for the strategic direction of the Association
- Act as an ambassador for the Association by:
 - Establishing two-way communications with the membership
 - Seeking to foster good relations with the government, regulators and organisations within the built environment to develop professional relationships that will benefit the Association, its members and the wider built environment;
 - Acting in the best interests of the Association to enhance its reputation
 - Represent the Association at functions, meetings and in the wider media;
 - Championing equality, diversity and inclusion across all the Association 's work;
- Working collaboratively with the Board of Directors to ensure the effective governance and oversight of the Association.
- Work with the chair of the Board, Chief Executive, and the Senior Leadership Team, to agree key areas of focus that are aligned to the strategy agreed by the board;
- Work with the President-Elect to support their development prior to their appointment as President;
- Act, on behalf of the Board as the Chief Executive's line manager and annual performance review
- Chairs national members' representative group [NMRG] meetings

Appointment

The candidate if successful:

- Will be appointed as President Elect for a period of two years and following that as president for a period of two years. If the president resigns or is no longer able to continue in their role, the president elect becomes the president and is appointed for both the period that remains of the past president's tenure and their own tenure.
- must be willing and able to:
 - Take part in such board, management and planning meetings as are necessary to discharge their role and ensure the successful and effective management of the Association; and
 - To participate in membership engagement activities and attend NMRG meetings and Fellow's forums; and
 - To participate in Association conferences and events; and
 - To represent the Association and where necessary speak at a variety of industry and other similar events.

It is anticipated that the Board of Directors will meet formally four times per year.

Candidate qualities

Applicants should have demonstrable experience operating at Board level within a company, organisation or similar body and the following qualities:

- **Essential**
 - Demonstrable leadership skills;
 - Experience in strategic planning within a business or organisation;
 - Regular and confident public speaker and/or presenter;
 - Active involvement in the management of a business or organisation;
 - Active involvement in the built environment industry;
 - Active involvement in Government, British Standard, national, professional body or regional work groups or committees;
- **Desirable**
 - Experience operating at Board level within a company, organisation or similar body;
 - Experience as a company director or equivalent;
 - Experience in a role involving business development, governance and/or finance;
 - Chairing experience
 - Understanding of the wider political and societal context in which the Association operates
 - Presentational skills

Person Specification

- A leader
- A strategic thinker and planner
- Good inter-personal skills
- A champion of equality, diversity and inclusion
- A communicator and confident and effective public speaker
- Sound commercial and/ or business development skills
- Ability to work as a team member
- Ability to participate in group discussion and decision making.
- Ability to articulate clear, well -rounded reasoning
- Objectivity and the ability to analysis information
- Awareness of own prejudices and ability to set them aside
- Discretion in handling confidential information
- An engaging mind with a desire to acquire further understanding of the technical, political and societal issues facing professionals in the built environment;
- Commitment, dedication and enthusiasm

Additional Information

The president elect and president positions are not paid but the Association may meet legitimate costs of accommodation, travel and subsistence when attending meetings or events on behalf of the Association.

How to Apply

If you are interested in applying and you are an APS member, please submit your CV, a covering letter [no more than two sides A4] and supporting vacancy statement form [attached] [maximum 250 words] and candidate eligibility form [attached] to nicola.lally@aps.org.uk [please include 'President Elect' in the subject line]. The covering letter must provide examples to evidence how you meet the person specification.



What happens after the application period

Candidates selected will be required to produce a short video to set out their reasons for members to consider their application [90 second video]. This will then be made available along with the candidate's vacancy statement on the APS website for membership to vote on their chosen candidate. The successful candidate will take post on 1 February 2025.

ASSOCIATION FOR PROJECT SAFETY

Vacancy statement

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

Application for APS President Elect

Personal Details		
Name		
Membership number		
Contact details	Email	
	Phone	

Personal Statement
This statement will be used to demonstrate to members your suitability for the post and to help them decide for whom they wish to vote. It will appear in the members’ area of the APS website. It must not exceed 250 words.

Attachments required:

1.Covering letter setting out why you feel you are a good fit for the post and what you would bring to the association
2. Up to date CV
3.Vacancy Statement [This form]
4.Candidate Eligibility

Please note:

- all applications will be scrutinised by the Nominations Committee to ensure candidates meet the criteria for the post to which they are applying;
- Candidates will be chosen by a ballot of APS members. Candidates should be aware that they will be required to film a short video to support their application which will be made available for members to view on the APS website.

ASSOCIATION FOR PROJECT SAFETY

CANDIDATE ELIGIBILITY

Application for APS President Elect

Personal Details	
Name	
Membership number	

APS is a company limited by guarantee and must ensure there is no legal impediment that would prevent candidates from holding office. Please consider the following statements and attest - by signing and dating the declaration – that they are true.

I attest I am not:

1. disqualified or prohibited by law from being a company director and, in particular, of the Association for Project Safety Limited;
2. an undischarged bankrupt and know of no - or impending - bankruptcy or insolvency proceedings against me that affect my ability to take up the post for which I am applying;
3. in any suspense arrangements with my creditors that affect my ability to take up the post for which I am applying; and
4. subject to oversight by a receiver or judicial factor relating to the whole or any part of my property where that would affect my ability to take up the post for which I am applying.

I have no other relevant interest to declare.

Print Name	
Signature	
Date	