



## **APS Chair**

APS is seeking applications for the position of Chair, an independent Non-Executive Director who will chair Board meetings. This is a unique opportunity for an experienced leader to play a key role in shaping the strategic direction and long-term success of the Association.

Working closely with the President, Chief Executive Officer and Board of Directors, the Chair will provide effective leadership, ensure robust governance, facilitate constructive challenge and support collective decision-making. The Chair will promote the highest standards of accountability, transparency and organisational effectiveness, ensuring that the Board acts in the best interests of APS and its membership.

As an independent appointment, applicants must not be current members of APS and should be able to bring an objective external perspective, sound judgement, strong leadership skills and a commitment to good governance.

## **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: **3 November 2026 at 12pm**. Please return to Nicola Lally – Company Secretary - [nicola.lally@aps.org.uk](mailto: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 review and verify all applications before submitting them to the Nominations Committee. The Nominations Committee will assess each candidate against the application criteria and the requirements of the role, before making recommendations to the APS Board of Directors for consideration and appointment.

## **Assessment and process**

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

- Presentation to the Board of Directors and Nomination Committee. The presentation will be conducted virtually and will form part of the overall assessment process. The presentation may also be used to inform members of the chosen candidate.

## **Term of Office**

The APS Chair will be appointed for a term of three years. Upon completion of the initial term, the individual may be eligible for reappointment

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.

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 Chair – Non-Executive Director – Non-Member

The APS Chair is an independent Non-Executive Director and leader of the Board. The Chair is responsible for the effectiveness of Board governance, fostering constructive challenge and collective decision-making, and ensuring that the Board maintains appropriate oversight of strategy, risk, performance and organisational sustainability on behalf of APS and its membership.

### The post

### APS Chair

#### Role purpose

To provide independent leadership of the Board and ensure its effectiveness in discharging its governance responsibilities. The Chair is responsible for leading the Board, facilitating effective decision-making, promoting high standards of governance, and ensuring that Directors collectively act in the best interests of APS and its members. The Chair provides stewardship of the Board's governance processes, ensuring that strategic matters receive appropriate consideration and that the Board operates effectively, constructively and in accordance with the Association's governing documents.

The Chair is the guardian of governance integrity and Board effectiveness, whereas the President acts as the senior ambassador and figurehead of the Association.

### Key Duties & Responsibilities

#### Chair specific duties

- Lead the Board and ensure its effective operation and governance.
- Chair meetings of the Board of Directors and ensure that meetings are conducted effectively, efficiently and in accordance with APS's governing documents.
- Promote high standards of governance, integrity and Board effectiveness.
- Foster a culture of constructive challenge, open discussion and collective decision-making amongst Directors.
- Ensure that sufficient time is devoted to strategic matters and that operational issues do not displace strategic discussion.
- Support and oversee the effectiveness of the Board, its committees and governance arrangements.
- Work closely with the President to ensure alignment between governance leadership and organisational leadership.

- Build and maintain an effective working relationship with the Chief Executive Officer and the Company Secretary while respecting the distinction between governance and operational management.
- Ensure that Directors receive appropriate information, support and development to fulfil their responsibilities effectively.
- Promote effective relationships between Directors, Board Committees and the executive team.
- Lead the appointment, development and effectiveness review of Directors and Board committees, working with the Nominations Committee where appropriate.
- Support succession planning for Board and governance positions.
- Exercise any delegated authority in accordance with the Articles, Rules and decisions of the Board.
- Together with the Chief Executive Officer, exercise delegated authority to deal with urgent matters between Board meetings and report any actions to the Board.
- Chair General Meetings of the Association where required by the Articles.

#### General 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 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.

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|                       | <ul style="list-style-type: none"> <li>• Support effective oversight of organisational performance, financial sustainability, risk management and governance.</li> <li>• Support the identification, assessment and management of strategic and operational risks facing the Association.</li> <li>• Work in partnership with the President, Chief Executive Officer and fellow Directors to ensure effective governance and strategic alignment.</li> <li>• Promote and protect the reputation, values and long-term sustainability of APS on behalf of its members.</li> <li>• Act as an ambassador for APS and uphold the professional standing of the Association.</li> <li>• Exercise no individual authority except where formally delegated by the Board and within agreed limits.</li> <li>• Exercise independent judgement, reasonable care, skill and diligence.</li> <li>• Not accept benefits from third parties.</li> <li>• Perform their duties faithfully, diligently, ethically and in accordance with applicable statutory, fiduciary and common law obligations.</li> <li>• Maintain the confidentiality of any confidential company information obtained through the role and use such information only for the purposes of fulfilling APS responsibilities.</li> <li>• Attend and actively participate in Board meetings, strategic planning sessions, governance activities and other meetings necessary to fulfil the responsibilities of the role.</li> <li>• Keep informed of developments affecting APS, its members, the construction industry and the wider professional and regulatory environment.</li> <li>• Serve on Board committees, working groups or panels when appointed and contribute fully to their activities.</li> </ul> |
| <b>Person Profile</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                       | <b>Essential</b> <ul style="list-style-type: none"> <li>• Strong commitment to APS's purpose, values and strategic objectives.</li> <li>• Significant leadership, governance or Board-level experience.</li> <li>• Ability to lead and facilitate effective Board discussions and decision-making.</li> <li>• Understanding of good governance and the responsibilities of a Chair and Non-Executive Director.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|                                        | <ul style="list-style-type: none"> <li>• Ability to exercise independent judgement and provide constructive challenge.</li> <li>• Strong communication, interpersonal and stakeholder management skills.</li> <li>• High standards of integrity, professionalism and discretion.</li> <li>• Ability to commit sufficient time to fulfil the responsibilities of the role.</li> <li>• APS Non-Member</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Previous experience as a Chair, Vice-Chair, Trustee, Non-Executive Director or Board Committee Chair.</li> <li>• Experience in professional membership organisations, charities, not-for-profit organisations or regulated environments.</li> <li>• Experience of governance, risk management, finance, strategy development or organisational leadership.</li> <li>• Established professional credibility and networks relevant to APS and its objectives.</li> </ul> |
| <b>Reporting lines</b>                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                        | The Chair is accountable to the Board of Directors and, through the Board's governance arrangements, to the membership of APS. The Chair operates within the authority delegated by the Articles of Association and leads the Board in discharging its governance responsibilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Other</b>                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                        | <p><b>Time Commitment</b></p> <p>The role requires sufficient time commitment to fulfil the responsibilities effectively, including attendance at Board meetings, committee meetings, Annual General Meetings, governance activities, strategic planning sessions, meetings with the President and Chief Executive Officer, and other activities associated with the position.</p> <p>The Chair should keep the Board informed of any significant commitments that may affect their ability to fulfil the responsibilities of the role.</p>                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Committee/Meeting Participation</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                        | <ul style="list-style-type: none"> <li>• APS Board of Directors (Chair)</li> <li>• Board Committees as required (including nominations)</li> <li>• Annual General Meeting and General Meetings</li> <li>• Governance and strategic planning workshops</li> <li>• Meetings with the President and Chief Executive Officer</li> <li>• Other organisational meetings, events and activities associated with the role as required</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## ASSOCIATION FOR PROJECT SAFETY

### Vacancy statement

Please complete the following and return it – with the attachments requested – to [Nicola.lally@aps.org.uk](mailto:Nicola.lally@aps.org.uk)

**Post for which you are applying**

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#### 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.

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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.

|                   |  |
|-------------------|--|
| <b>Print Name</b> |  |
| <b>Signature</b>  |  |
| <b>Date</b>       |  |