

## Association for Project Management Committee Terms of Appointment

### Background

These terms of appointment set out the support and expectations for and on individuals. They apply to APM appointments to its Board Committees and to external bodies on which APM is represented.

APM welcomes and appreciates the assistance given by its members and others in participating in this way. APM commits to support the individuals as necessary. Equally, individuals appointed commit to certain behaviours and expectations. By accepting the position individuals are expected to comply with these terms of appointment and the Community Charter and Professional Volunteering Standards. APM may withdraw an appointment at any time. Appointments are made in accordance with [APM Regulations](#) which are available on the APM website.

### APM will:

- Explain any specific terms or expectations relating to the appointment such as length of appointment and duties.
- Provide background briefing material appropriate to the role.
- Offer any necessary induction to complete the duties required.
- Provide an APM liaison to be the primary contact and support for the individual.
- For appointments to APM groups, expenses will be paid in accordance with the APM Staff and Volunteers Expenses policy.

### Individuals will:

- Agree to act in the best interests of APM at all times and with absolute probity and integrity.
- Ensure that any conflict of interest is declared and managed in accordance with APM's policy. Conflicts must be reported to APM.
- Individuals should remember they are appointed as APM's representative and should not promote personal views contrary to those of APM.
- Ensure appropriate levels of confidentiality are given to APM information. Individuals should always check if unsure before disclosing information. Some appointees may be asked to sign a non-disclosure agreement.

**Mike Robinson**

APM Company Secretary

January 2018