



APM Board Elections 2017

Briefing pack and nomination form

**Association for Project Management**

**Board Elections 2017**

**Candidate Briefing Pack**

**Contents**

1. **Introduction**
2. **APM governance overview and background**
3. **APM – the objects, vision, mission and strategy**
4. **APM’s activities**
5. **The role**
	1. **charity trustee**
	2. **governance and delivery**
	3. **experience and skills**
	4. **time commitment**
	5. **the Board and its committees**
6. **Training and induction**
7. **Conflicts of interest and Board member code of conduct**
8. **Process and next steps**
	1. **the nominations process**
	2. **timetable**
9. **Introduction**

As a membership body, APM has a democratic process for electing its Board. This is fundamental for APM – we need our Board to comprise committed, high calibre, experienced individuals. This pack sets out key information for potential candidates. Candidates who can commit the time and energy to help improve APM and the project management profession are encouraged to stand in the Board election.

1. **APM governance overview and background**

APM is a charity incorporated by Royal Charter. The Charter is the Association’s constitution and was approved by the Privy Council and Her Majesty the Queen. The Charity Commission has approved it for the purposes of granting APM charitable status. In accordance with the Charter, the Board of APM also agrees Regulations to cover detailed aspects of governance. The Charter and the Regulations are published on the [APM website](http://www.apm.org.uk/HowAPMisRun). Individuals in the full member and fellow grades[[1]](#footnote-1)(MAPM/FAPM) are ‘full members’ of the Association.

Elected Board members are first nominated by full members who then vote for their preferred candidates. Appointments are typically for three years. The chair is elected annually by the Board from amongst the Board members.The members of the Board act as charity trustees; they cannot be paid but may receive expenses.

The Board is now in the final stages of reducing its size from 12 to 9 elected trustees. This year there will be four trustees elected. However, one of the trustees will have a shorter term through to November 2018 to fill a vacancy left following a resignation. The Board has therefore agreed that the candidate who comes fourth in the ballot will be elected to the position with a shorter term. The other three successful candidates will have the normal three year term through to November 2020.

1. **APM – the objects, vision, mission and strategy**

|  |  |
| --- | --- |
| The charitable object of APM  | To advance the science, theory and practice of project and programme management for the public benefit.  |
| The aspirational APM vision for the project management profession | A world in which all projects succeed with project management as a life skill for all  |
| The APM mission to help us meet the vision | Inspiring communities to deliver meaningful change for societal benefit by advancing the art, science, theory and practice of project management |
| Corporate Strategy – Inspiring Positive Change | This sets out our five key strategic objectives. See online [here](https://www.apm.org.uk/about-us/apm-strategy/).  |
| Delivery: The Board sets a three-year business plan annually. This is developed into an annual plan and detailed objectives and targets. Delivery is managed through the Chief Executive and APM staff.  |

1. **APM’s activities**

This short guide does not attempt to set out APM’s numerous activities. However, experience has shown that not all candidates have a full appreciation of the breadth of APM’s work. Candidates are strongly encouraged to review the [APM website](http://www.apm.org.uk/) in detail and read the latest [strategy](https://www.apm.org.uk/about-us/apm-strategy/) and [annual report](http://www.apm.org.uk/HowAPMisRun).

1. **The role**

Charity trustees

Our Board members are the charity’s trustees. Candidates are strongly encouraged to ensure they understand this important role. The APM [Regulations](https://www.apm.org.uk/media/4410/final-apm-regulations-for-ncb-version-6-april-2017.pdf) set out more detail and **candidates should read the** **Role of the Board section in Appendix 1 in full**. Candidates are encouraged to read the Charity Commission’sguide [*The Essential Trustee*](http://www.charitycommission.gov.uk/detailed-guidance/trustees-staff-and-volunteers/the-essential-trustee-what-you-need-to-know-cc3/). This sets out the duties of a trustee as:

* Ensure your charity is carrying out its purposes for the public benefit
* Comply with your charity’s governing document and the law
* Act in your charity’s best interests
* Manage your charity’s resources responsibly
* Ensure your charity is accountable

Governance and delivery

The Board has several critical, high level roles. These include approving the strategic direction of the organisation and acting as ‘guardian’ of the charitable assets. Scrutiny and assurance of APM’s delivery is also a key element of the role. In common with best practice, the Board has delegated operational management to the chief executive and paid staff. The Regulations set out the issues which the Board must decide and those matters which are delegated to staff. Board members agree issues collectively; individuals have no executive authority or powers unless specifically delegated to them by the Board.

Experience and skills

**The Board wishes to highlight that it is keen to see candidates with a diverse mix of skills and backgrounds. The infrastructure sector is well-represented on the current Board and candidates with experience in other sectors would be welcome. The Board again emphasises the need for the highest calibre candidates. It seeks applications from those who can demonstrate the competencies needed to be a Board member who can operate at the highest level with a focus on strategic decision making.**

The biographies of the current Board are available on the APM [website](http://www.apm.org.uk/APMBoard); this will give an appreciation of the current backgrounds, skills and experiences that Board members have.It is of course the membership which determines who will be elected but the Board has emphasised that it wishes to see the very highest calibre of candidates. Experience in operating at a strategic level and as a director or non-executive director would be particularly welcome. **Candidates are strongly encouraged to set out details of their relevant experience in their candidate statements.**

Time commitment

The time commitment varies for individual Board members depending on their competing priorities and what they choose to get involved in. Experience has shown that candidates have not always appreciated the commitment required. **A contribution of around 20 days per annum should be expected but can be more according to duties.**

The Board and its committees

The Board meets bi-monthly in Princes Risborough. The Board is supported by a number of [committees](http://www.apm.org.uk/APMCommittees) through which it delegates some of its work. The APM website hosts summaries of [Board meeting discussions](http://www.apm.org.uk/HowAPMisRun).

1. **Training and induction**

New Board members receive internal induction and external trustee training. They are given access to an electronic library of governance and briefing material and are provided with the mentoring support of an established Board colleague. All new Board members receive a briefing from the executive team and are encouraged to attend a volunteers’ training day. Completion of the induction is mandatory. Individual support, such as attendance at conferences, is available. Candidates are welcome to have an initial familiarisation presentation and discussion on the role and governance matters with the company secretary.

1. **Conflict of interest/Board member code of conduct**

APM operates a code of conduct for Board members and has a robust policy in relation to conflicts of interest. Candidates with questions over eligibility, or whether a substantive conflict of interest exists, should contact the company secretary. A conflict of interest in a matter would mean you are not permitted to participate in discussion and decision making on that issue.

1. **Process and next steps**

Nominations process

Candidates will need to complete a nomination form which is attached to this guide. This nomination form needs to be proposed and seconded by two full members. A photograph and election statement will be required to send to all of the electorate with the ballot papers. The electorate can vote by post or email. The company secretary oversees the election with voting administration outsourced to Electoral Reform Services.

Candidates’ election photos and statements, along with answers to a further series of pre-set questions, will also be posted online.

Timetable

The following are the key election dates:

* 21 July – opening date for nominations
* 21 September – deadline for nominations
* 10 October – voting opens
* 10 November – voting deadline
* 21 November (morning)– results announced at Annual General Meeting, central London
* 21 November (afternoon) – first Board meeting for newly elected Board members, central London

**Candidates with specific queries may contact Mike Robinson, Company Secretary:** **mike.robinson@apm.org.uk**

**Association for Project Management**

**Board Election Candidate Nomination Form**

**Please extract and complete; ensuring that it is legible**

**We nominate: for membership of the Board of the Association for Project Management.**

**Proposed by: Membership No.**

**Signed:**

**Seconded by: Membership No.**

**Signed:**

**The nominee must confirm the following:**

I am willing to act as a Board member and charity trustee on the Board of APM. I confirm I have read the attached election brief, that I agree to abide by all APM regulations and policies and that I will complete the Board member induction programme.

**Name: Membership No.**

**Signed: Date:**

**Submission requirements:**

Photograph: A head and shoulders JPEG photo should be provided to the company secretary. This will appear on the ballot paper and online. Please ensure files are of sufficient quality for reproduction. Photos may be cropped but will otherwise be reproduced as supplied.

Election statement: Candidates are required to provide an election statement of up to 250 words for inclusion on the ballot paper. This will be reproduced as submitted and will not be edited. In the event that submissions are too long, the first 250 words only will be reproduced on the ballot paper. **This year, the Board expressly wishes to highlight to potential candidates that it is keen to have a Board with a diverse mix of skills, experience, sectors and backgrounds. It is keen to see candidates come forward who have high level experience of working on boards and committees. Please make your relevant qualities, skills and experiences clear in your statement.**

Pre-set questions: In addition, you are asked to supplement your personal profile with answers to pre-set questions. These will not appear on the ballot paper but will be posted online.

Submission: Complete nomination submissions must be received by the company secretary no later **than 21 September 2017**. Late or incomplete submissions will not be accepted.

Material should be emailed to the Company Secretary at: mike.robinson@apm.org.uk. Scans are permitted but must be legible. The election statement and pre-set question answers must be submitted as electronic text which can be copied and pasted. For example, as an email or word processed document.

**Election statement**

The Board wishes to highlight that it is keen to see candidates with a diverse mix of skills and backgrounds. The infrastructure sector is well-represented on the current Board and candidates with experience in other sectors would be welcome. The Board again emphasises the need for the highest calibre candidates. It seeks applications from those who can demonstrate the competencies needed to be a Board member who can operate at the highest level with a focus on strategic decision making. **Candidates are strongly encouraged to set out details of this relevant experience in their candidate statements.**

**Pre-set election questions [these will not appear on the ballot paper but will be posted online]**

Please provide your answers to the following questions. [Guide length - 100 words maximum per question]

* Please outline any previous experience as a company director, charity trustee or committee member.
* What diverse qualities, skills and experience would you bring to the APM Board?
* What is your vision for APM going forward?

Association for Project Management

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1. Honorary Fellows who were not Full members at the date of their award do not acquire Full member status. [↑](#footnote-ref-1)