

## **APM Project Management Awards Steering Group (ASG) – Terms of Reference**

These Terms of Reference will be applicable from March 2026 and will be reviewed every three years. Where ‘members’ or ‘member’ is used this refers to members of the ASG unless otherwise specified.

### **1. Remit:**

The ASG and its members play an advisory role, accountable to the APM Events Team to:

- 1.1. ensure that the judging process of the APM Project Management Awards remains robust and the rules of entry are followed fairly.
- 1.2. finalise the award winners and finalists based on judges’ scores and feedback.
- 1.3. make suggestions and give advice on changes to categories, criteria and rules of entry.
- 1.4. select the winner of the overall project of the year category based on the judging criteria (as applicable).

### **2. Scope:**

- 2.1. The ASG will scrutinise judges scores, making sure judges are adhering to rules, correct process and the judges code of conduct. The ASG will also advise on the winners and finalists, in line with the judges scores and feedback.
- 2.2. The ASG will interpret and advise on rules of entry and advise on best way forward for disputes, conflicts of interest and breaches of the rules.
- 2.3. The ASG will advise on and make recommendations for changes to categories, criteria and rules of entry but the final decision for these will lie with APM.
- 2.4. The ASG is not involved in the logistics, operations or marketing of the Awards judging process or ceremony.

### **3. Key activities:**

- 3.1. Use relevant feedback and insight from previous awards and other relevant sources to discuss and make recommendations to APM for changes to existing categories and criteria or create new categories and criteria.
- 3.2. Discuss and make recommendations to APM for changes to the existing rules of entry.
- 3.3. Discuss and advise on resolutions on disputes or appeals from entrants.
- 3.4. Acknowledge and manage any conflicts of interest from judges, members of the ASG or entrants, discussing any necessary action as required. ASG members must abide by the APM Conflicts of interest Policy for volunteers.
- 3.5. Use judges’ scores and feedback to confirm finalists and winners.

### **4. Membership:**

Membership of the ASG is entirely voluntary and ASG members (apart from those specified) will not be employed by APM or under any contract. The ASG members will consist of four volunteer members, ideally from a range of sectors, one of whom will be appointed by APM as Chair of the group plus four members employed by APM, which may consist of the Awards moderator, APM Head of Events and Volunteer Engagement, APM Senior Events Manager and APM Senior Events Coordinator.

### **5. Terms of office**

- 5.1. The appointment panel will set volunteer members’ individual terms of office to allow for planned succession and rotation. The usual arrangement will be three-year membership terms. No volunteer member shall serve for more than two terms, which may be served either consecutively or non-consecutively.

- 5.2. Members may stand down before their agreed term has elapsed by giving six months' notice.
- 5.3. The Awards Moderator and APM staff members will remain ASG members for as long as they are employed or contracted by APM in their current roles.

## 6. Codes of Conduct and behaviours

- 6.1. ASG members will be required to:
  - 6.1.1. Undertake APM's Volunteering Onboarding, which includes adhering to – Volunteer Agreement Expected Behaviour Policy | Conflicts of Interest Policy | Social Media Policy | Safeguarding Policy | Data Protection Guidance | Volunteer Handbook | APM Regulations.
  - 6.1.2. Adhere to APM Project Management Awards judging code of conduct.
  - 6.1.3. Adhere to APM's code of Professional Conduct.
- 6.2. Any breach of either of these agreements may result in a withdrawal of ASG membership at the discretion of APM.

## 7. Appointment of members

- 7.1. ASG members and the Chair (from the ASG members) will be appointed through an application and interview process. The final decision on appointments is at the discretion of APM staff (Senior Events Manager and Senior Events Co-ordinator), following consultation with the Volunteer Delivery Group members involved in assessing applications and conducting interviews.
- 7.2. The appointment timeline will be as follows:
  - 7.2.1. Applications will open in May/June the prior year and will be open for a minimum period of one month,.
  - 7.2.2. The appointments will be made and informed in June/July allowing for meeting shadowing in July/August.
  - 7.2.3. New members will attend their first meeting in January.
- 7.3. Applicants will be chosen based on suitability for the role, including (but not limited to) past career and awards (both APM and other) experience, which could include judging.

## 8. Eligibility

- 8.1. Members of the ASG must be paying members of APM for the duration of their term of office, or they may be asked to step down from the ASG.
- 8.2. It is preferable for members to have had some experience in a similar role, or a judging role, either at the APM Awards or other awards, but this is not essential.
- 8.3. ASG members will be unable to apply to be a judge or entrant of the APM Project Management Awards.

## 9. Meetings and attendance:

- 9.1. There will be at least four meetings a year (held online on Microsoft Teams), plus judges training that ASG members will be expected to attend. Meetings may cover the following areas and may last approximately two hours:
  - 9.1.1. **Meeting one** – Confirm categories, criteria changes, rules of entry and judging process. This meeting is expected to take place in January
  - 9.1.2. **Judges Training** – All ASG members are required to attend the online judges training once every three years to help familiarise themselves with the judging process.
  - 9.1.3. **Meeting two** – Confirmation of finalists, recommendation for resolutions on conflicts of interest or breach of rules. This meeting is expected to take place in July
  - 9.1.4. **Presentations** – ASG members will be invited to attend as observers, the online second stage judging presentations. In particular the four project awards. This is because they will be judging the Overall Project of the Year category.
  - 9.1.5. **Meeting three** – Confirmation of winners including any overall winners. This meeting is expected to take place in September
  - 9.1.6. **The Ceremony** – ASG members are invited to attend the ceremony and may be asked

to present an Award if needed. This takes place in November.

9.1.7. **Meeting four** - De-brief for the previous year, including discussions and recommendations for changes to criteria, categories, judging process and rules of entry. This meeting is expected to take place in December.

9.2. Additional meetings or calls can be organised in addition to these if the need arises and it is expected that communication will take place in between meetings between members of the group, albeit decisions will only be taken in a formal meeting.

9.3. Each member will be expected to attend all four meetings including the judges training. If a member attends only two or fewer meetings in a year, or does not attend the judges training, they may be asked to step down from the ASG.

9.4. Meetings will take place predominantly on conference calls to be organised by APM, but if face to face meetings are required, they may take place in a mutually agreed location.

## **10. Expenses**

Members of the ASG will be entitled to reclaim expenses incurred as a result of ASG activity in line with the APM Expenses policy for volunteers.

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