

APM Branch Roles

Role Title	Branch Chair
Where?	Currently 12 UK branches and 1 Greater Bay Area branch.
When?	Various times on an ongoing basis
Commitment	Attendance at branch committee meetings, events, bi-annual APM forums and availability by email and/or MS Teams for correspondence with other APM volunteers, members and staff. Minimum period of commitment is 1 year. If attendance at a committee meeting is not possible, the Chair should contact the Branches Manager and Secretary at their earliest convenience. The expectation is that the Chair will attend all committee meetings.
Why we want you	<p>The primary role of the APM branches is to provide high-quality events that are accessible to all levels of our membership whilst also serving the wider public good. These events offer opportunities to members and non-members to network, make connections and learn about the latest developments in project, programme and portfolio management as well as helping them with their Continuing Professional Development (CPD). This role provides leadership to a team of volunteers who facilitate this activity.</p> <p>In particular this role:</p> <ul style="list-style-type: none"> • Chairs branch committee meetings • Co-ordinates the branch business plan and its implementation • Liaises with other APM volunteer groups and staff members • Ensures that the group complies with APM procedures and protocols • Supports committee members in their roles
What's in it for you	Acting as Branch Chair can greatly improve your personal network, act as CPD, facilitate a greater understanding of, and make a contribution to, the association and profession.
The skills you need	<ul style="list-style-type: none"> • Ability to speak in public • Ability to chair meetings effectively • Ability to influence and support a team effectively • Good understanding of the needs of APM members and the wider project, programme and portfolio management community • Good understanding of APM products and services <p>Must be an Associate, Full or Fellow Member of APM with at least a year's experience of working with an APM volunteer group.</p>

Role Title	Branch Treasurer
Where?	Currently 12 UK based branches and 1 Greater Bay Area branch.
When?	Various times on an ongoing basis
Commitment	Attendance at branch committee meetings, events and availability by email and/or MS Teams for correspondence with other APM volunteers and staff. Minimum period of commitment is 1 year. If attendance at a committee meeting is not possible, the Treasurer should contact the Chair and Secretary at their earliest convenience. The expectation is that the Treasurer will attend all committee meetings.
Why we want you	<p>The primary role of the APM branches is to provide high-quality events that are accessible to all levels of our membership whilst also serving the wider public good. These events offer opportunities to members and non-members to network, make connections and learn about the latest developments in project, programme and portfolio management as well as helping them with their Continuing Professional Development (CPD).</p> <p>In particular this role:</p> <ul style="list-style-type: none"> • Keeps records of all branch financial transactions • Monitors and reports on branch finances • Assists event officers with planning event budgets
What's in it for you	Acting as Branch Treasurer can greatly improve your personal network, act as CPD, facilitate a greater understanding of, and make a contribution to, the association and profession.
The skills you need	<ul style="list-style-type: none"> • Understanding of financial terminology and experience of managing budgets • Good understanding of the needs of APM members and the wider project, programme and portfolio management community • Good understanding of APM products and services <p>Must be an Associate, Full or Fellow Member of APM.</p>

Role Title	Branch Secretary
Where?	Currently 12 UK based branches and 1 Greater Bay Area branch.
When?	Various times on an ongoing basis
Commitment	Attendance at branch committee meetings, events and availability by email and/or MS Teams for correspondence with other APM volunteers and staff. Minimum period of commitment is 1 year. If attendance at a committee meeting is not possible, the Secretary should contact the Chair at their earliest convenience. The expectation is that the Secretary will attend all committee meetings.
Why we want you	<p>The primary role of the APM branches is to provide high-quality events that are accessible to all levels of our membership whilst also serving the wider public good. These events offer opportunities to members and non-members to network, make connections and learn about the latest developments in project, programme and portfolio management as well as helping them with their Continuing Professional Development (CPD).</p> <p>In particular this role:</p> <ul style="list-style-type: none"> • Establishes arrangements and documentation for committee meetings • Ensures that data protection obligations are observed by the committee • Ensures that the group complies with APM Regulations
What's in it for you	Acting as Branch Secretary can greatly improve your personal network, act as CPD, facilitate a greater understanding of, and make a contribution to, the association and profession.
The skills you need	<ul style="list-style-type: none"> • Experience in organising and recording committee meetings • Good communication skills • Good understanding of the needs of APM members and the wider project, programme and portfolio management community • Good understanding of APM products and services <p>Must be an Associate, Full or Fellow Member of APM.</p>

Role Title	Branch committee member
Where?	Currently 12 UK based branches and 1 Greater Bay Area branch.
When?	Various times on an ongoing basis
Commitment	Attendance at branch committee meetings, events and availability by email and/or MS Teams for correspondence with other APM volunteers and staff. Minimum period of commitment is 1 year. If attendance at a committee meeting is not possible, the committee member should contact the Chair and Secretary at their earliest convenience. The expectation is that committee members will attend all committee meetings.
Why we want you	<p>The primary role of the APM branches is to provide high-quality events that are accessible to all levels of our membership whilst also serving the wider public good. These events offer opportunities to members and non-members to network, make connections and learn about the latest developments in project, programme and portfolio management as well as helping them with their Continuing Professional Development (CPD).</p> <p>This role provides general support for the above activities and other branch outputs.</p>
What's in it for you	Acting as a Branch committee member can greatly improve your personal network, act as CPD, facilitate a greater understanding of, and make a contribution to, the association and profession.
The skills you need	<ul style="list-style-type: none"> • Good understanding of the needs of APM members and the wider project, programme and portfolio management community • Good understanding of APM products and services <p>Must be a Student, Associate, Full or Fellow Member of APM.</p>

APM SIG Roles

Role Title	Specific Interest Group (SIG) Chair
Where?	Various locations around the UK
When?	Various times on an ongoing basis
Commitment	Attendance at SIG committee meetings, events, bi-annual APM forums and availability by email and/or MS Teams for correspondence with other APM volunteers, members and staff. Minimum period of commitment is 1 year. If attendance at a committee meeting is not possible, the Chair should contact the Volunteering Manager and Secretary at their earliest convenience. The expectation is that the Chair will attend all committee meetings.
Why we want you	<p>The APM SIGs have an important role to play within APM in creating and disseminating new knowledge. They provide a forum where members and their guests can discuss a particular aspect of project, programme and portfolio management that is of current interest. These groups help further the understanding and practice of tools and techniques within the defined area of interest. This role provides leadership to a team of volunteers who facilitate this activity.</p> <p>In particular this role:</p> <ul style="list-style-type: none"> • Chairs SIG committee meetings • Co-ordinates the SIG business plan and its implementation • Liaises with other APM volunteer groups and staff members • Ensures that the group complies with APM procedures and protocols • Supports the SIG's committee members in their roles
What's in it for you	Acting as SIG Chair can greatly improve your personal network, act as CPD, facilitate a greater understanding of, and make a contribution to, the association and profession.
The skills you need	<ul style="list-style-type: none"> • Ability to speak in public • Ability to chair meetings effectively • Ability to influence and support a team effectively • Good understanding of needs of APM members and the wider project, programme and portfolio management community • Good understanding of APM products and services. <p>Must be an Associate, Full or Fellow Member of APM with at least a year's experience of working with an APM volunteer group.</p>

Role Title	Specific Interest Group (SIG) Secretary
Where?	Various locations around the UK
When?	Various times on an ongoing basis
Commitment	Attendance at SIG committee meetings, events and availability by email and/or MS Teams for correspondence with other APM volunteers and staff. Minimum period of commitment is 1 year. If attendance at a committee meeting is not possible, the Secretary should contact the Chair at their earliest convenience. The expectation is that the Secretary will attend all committee meetings.
Why we want you	<p>The APM SIGs have an important role to play within APM in creating and disseminating new knowledge. They provide a forum where members and their guests can discuss a particular aspect of project, programme and portfolio management that is of current interest. These groups help further the understanding and practice of tools and techniques within the defined area of interest.</p> <p>In particular this role:</p> <ul style="list-style-type: none"> • Establishes arrangements and documentation for committee meetings • Ensures that data protection obligations are observed by the committee • Ensures that the group complies with APM Regulations
What's in it for you	Acting as SIG Secretary can greatly improve your personal network, act as CPD, facilitate a greater understanding of, and make a contribution to, the association and profession.
The skills you need	<ul style="list-style-type: none"> • Experience in organising and recording committee meetings • Good communication skills • Good understanding of the needs of APM members and the wider project, programme and portfolio management community • Good understanding of APM products and services <p>Must be an Associate, Full or Fellow Member of APM.</p>

Role Title	Specific Interest Group (SIG) committee member
Where?	Various UK or international locations
When?	Various times on an ongoing basis
Commitment	Attendance at SIG committee meetings, events and availability by email and/or MS Teams for correspondence with other APM volunteers and staff. Minimum period of commitment is 1 year. If attendance at a committee meeting is not possible, the committee member should contact the Chair and Secretary at their earliest convenience. The expectation is that committee members will attend all committee meetings.
Why we want you	<p>The APM SIGs have an important role to play within APM in creating and disseminating new knowledge. They provide a forum where members and their guests can discuss a particular aspect of project, programme and portfolio management that is of current interest. These groups help further the understanding and practice of tools and techniques within the defined area of interest.</p> <p>This role provides general support for the above activities.</p>
What's in it for you	Acting as a SIG committee member can greatly improve your personal network, act as CPD, facilitate a greater understanding of, and make a contribution to, the association and profession.
The skills you need	<ul style="list-style-type: none"> • Good understanding of the needs of APM members and the wider project, programme and portfolio management community • Good understanding of APM products and services <p>Must be a Student, Associate, Full or Fellow Member of APM.</p>