

## Application process for UKCPA Membership Support role (Director)

Please ensure you have read and understood the following:

- [Terms of reference Board of Directors](#)
- [Responsibilities of a UKCPA Director](#)

To apply for the role of Membership Support and UKCPA Director, please submit the following to Sarah Carter, CEO, at [sarah.carter@ukcpa.com](mailto:sarah.carter@ukcpa.com):

- A statement outlining how your skills and experiences meet the needs of the role (max 600 words)
- A statement outlining vision and/or plans for the role (max 600 words)
- CV (max 2 sides A4)
- Statement of support from employer
- Two references

The deadline for receipt of applications is **6pm on 31 October 2021**.

### SELECTION PROCESS:

- Upon receiving each application, the UKCPA office will perform initial checks on applicants to ensure they are eligible for the post
- Upon the deadline for receipt of applications, the UKCPA office will send all relevant documents to the UKCPA Nominations Committee
- The Nominations Committee will meet no later than 10 November 2021 to review applications for role
- The Nominations Committee will invite applicants for a virtual interview during the **weeks of 15 and 22 November 2021**
- If applicable, the Nominations Committee will follow up references provided by applicants.
- The Nominations Committee will make the final decision on the successful applicant by 1 December 2021
- The Chair of UKPCA, or a nominated deputy, will notify the successful applicant by 1 December 2021
- The UKCPA office will send the successful applicant all relevant documentation for reading and signing
- The UKCPA office will notify all relevant staff and other committee members of the filled vacancy.