

## Application process for UKCPA Director roles

To apply for the role of a 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 4 November 2022**.

### 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 during **November 2022** to review applications for role
- The Nominations Committee will invite applicants for a virtual interview as soon as possible, depending on the availability of the candidates and the Nominations Committee.
- If applicable, the Nominations Committee will follow up references provided by applicants.
  
- The Nominations Committee will make the final decision on the successful applicant
- The Chair of UKPCA, or a nominated deputy, will notify the successful applicant
- 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.