

APM Regulations Extract

Volunteer Section D / Version 26 – November 2023



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Section D – Volunteers

1 Reporting lines and accountability

- 1.1 Volunteers are integral to APM and recognised as an invaluable resource and support. Volunteers may work through Regional Networks, Interest Networks or in any other approved capacity.
- 1.2 Volunteers have no executive authority except insofar as detailed within these regulations or the *Volunteers' Handbook*. Volunteers are accountable to the chief executive, and through them the board. The chief executive will seek to resolve any issues of contention or disagreement through the structures detailed in these regulations and may escalate matters for consideration to the board. The chief executive and board may direct the affairs of the volunteers.
- 1.3 The board will appoint a board champion for volunteers. The role will be undertaken in accordance with Regulation 6.5 and **Appendix 7**.
- 1.4 Volunteers will act in accordance with the APM Community Charter. Breaches of this may be dealt with by the chief executive, or if more applicable, through the APM Code of Professional Conduct. The chief executive may restrict or cease the duties of a volunteer as necessary.
- 1.5 The chief executive will arrange for the preparation and maintenance of a *Volunteers' Handbook*. This document will set out detailed information to assist volunteers in their work with APM as well as procedures to regulate the business of the volunteer infrastructure. Nothing in the handbook shall conflict with or override these regulations or any other approved APM policy or procedure which, unless otherwise stated, will apply to volunteers. The volunteer delivery group (see below) may be asked to review the handbook. The group or the chief executive may refer substantive updates to the board as necessary.

2 Regional Networks

- 2.1 Regional networks shall be established and maintained to provide opportunities for individual members living or working in a defined area, and for corporate members with facilities in that area. All new APM members will be automatically enrolled into a regional network. The *Volunteers' Handbook* will set out in more detail the activities and role of a regional network and how it must be administered.
- 2.2 The chief executive must approve the formation (or removal) of a regional network, including its defined area. They may take advice from the volunteer delivery group.

3 Interest Networks

- 3.1 Interest networks can be established to:
 - a. provide opportunities to discuss a defined area of interests. For example, a particular aspect of project management, sector, discipline or a stakeholder group;
 - b. further the understanding and practice of tools and techniques within that area of interest;
 - c. with approval, develop and publicise findings and guidance in relation to that area.
- 3.2 The *Volunteers handbook* will set out in more detail the activities and role of interest networks and how they will be managed. The chief executive must approve the formation (or removal) of an interest network, including its defined scope and remit. They may take advice from the volunteer delivery group.

4 Budgeting and activities

- 4.1 All volunteer expenditure will be undertaken and managed by APM's full time staff in accordance with APM approved policies and procedures. Volunteers must not commit APM to any financial liability. They may be personally liable for any commitments made without authorisation.
- 4.2 Volunteer groups may be asked to submit action plans to the volunteering manager for any requested activities. Plans will be reviewed by APM staff and may be submitted to the VDG for comment in accordance with any procedures set out in the Volunteers Handbook and the VDG terms of reference.
- 4.3 All volunteering activity must be supportive of APM's overall business plan and objectives. As necessary, APM will provide reasonable support and promotion to the activities of volunteers.

5 Other Volunteering activities

- 5.1 The chief executive may authorise and manage a range of volunteering activities and opportunities. Other volunteering roles include, but are not limited to, award judges, education outreach and mentoring. Approved activities may be on a task and finish basis. The VDG may review and be briefed on such activities and may maintain guidance and arrangements to support such activities in the Volunteers' Handbook. The chief executive and volunteers champion will keep the board apprised of key activities and developments.

6 Volunteers delivery group (VDG)

- 6.1 APM will establish a Volunteers Delivery Group (VDG) The board will approve the terms of reference for the VDG which will include details on role, chairing and membership. The group's activities may include:
 - a. Co-ordinate common activities and issues across all volunteering activity.
 - b. Promote consistency, efficiency and common approaches.
 - c. Advise on procedures and guidance, including the *Volunteers' Handbook*.
 - d. Agree proposals for activity, for example, task and finish group work.
- 6.2 The board champion for volunteers will be a member of the VDG. (See Regulation 6.6).

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