



Society of Operations Engineers

Guidance Notes for Completing the Professional Sector Council (PSC) Nomination Form – 2026

These notes are designed to help candidates and sponsors complete the nomination form accurately and ensure eligibility for the 2026 PSC Elections.

1. Overview of the election process

Each Professional Sector Council represents members and provides strategic oversight of sector activity. Elected members support SOE's objectives, contribute technical insight, and help shape initiatives that benefit the profession.

To stand for election, candidates must complete the nomination form fully and secure two eligible sponsors.

2. Eligibility to stand for election

To apply as a candidate for one of the PSC Elections, you must meet the following criteria:

- You must be a Corporate Member of SOE (MSOE or above).
- Your 2026 SOE membership subscription must be fully paid - either in full or via Direct Debit.
- You must be eligible at the time of submission; incomplete or unpaid membership records may invalidate your nomination.

These requirements ensure all nominees meet the professional and membership standards expected of PSC representatives.

3. Submitting your nomination

Please submit the following electronically:

- A completed nomination form
- A high-resolution JPEG photograph (head and shoulders, light background)
- Your election statement as written in the form

Send all items to: elections@soe.org.uk

Deadline:

Monday 13 April 2026 at midday

Late submissions cannot be accepted.

4. Completing the personal details section

Ensure that all personal information is accurate and up to date:

- Name, title, and pronouns
- Designatory letters (honours, degrees, membership grade)
- Membership number and class
- Address, email, and telephone number

All fields must be completed to process your nomination.

5. Candidate statements

The form includes several narrative sections. Please adhere strictly to the word limits:

A. Knowledge and skills (100 words max)

Describe the experience, knowledge, and strengths you will bring to the PSC, such as:

- Technical or engineering expertise
- Operational insight

Society of Operations Engineers

22 Greencoat Place, London SW1P 1PR

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Professional Sectors of the SOE

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- Leadership or committee experience
- Sector-specific knowledge

Focus on your contribution to IRTE's work.

B. Biographical details (100 words max)

Provide a short professional biography, for example:

- Current role and responsibilities
- Key experience and achievements
- Sector specialisms
- Professional background

C. Why you want the role (100 words max)

Explain your motivation for serving, such as:

- Desire to influence sector development
- Commitment to professional standards
- Passion for innovation, safety, or engineering excellence

D. Significant contribution (20 words max)

If applicable, state your most meaningful past contribution to the PSC. This should be brief and specific.

6. Candidate consent

By signing the form, you confirm that:

- You agree to stand for election
- Your name, photograph, and statement may be published
- You meet the eligibility criteria
- You understand that your data will be used solely for administering the election

Unsigned forms cannot be processed (electronic signature is accepted).

7. Sponsor requirements

Each nomination must be supported by a proposer and two sponsors.

Sponsors must:

- Be fully paid-up Corporate Members of SOE (Honorary Fellow, Fellow, or Member)
- Meet all membership criteria at the time of submission
- Provide their membership number and class
- Confirm that they believe the candidate has the knowledge and skills required for the PSC

If a sponsor does not meet the eligibility criteria (grade or payment status), their sponsorship will be invalid.

8. Election Timetable

Stage	Date
Completed nomination forms returned to SOE	Monday 13 April 2026
Election material dispatched	Friday 8 May 2026
Ballot papers returned to UK Engage	Friday 29 May 2026

Successful candidates will be notified after the close of the ballot and verification of votes.

9. Further Information

If you require clarification on eligibility, sponsorship, or the nomination process, please contact: elections@soe.org.uk

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