

Students'
Union
Bath Spa

*...do something
extraordinary...*

**External Trustee Recruitment
Pack**



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INTRODUCTION TO THE STUDENTS' UNION

Thank you for your interest in becoming a Trustee of Bath spa University Students' Union. We will have 3 vacancies which will become available during 2019, and are seeking to appoint candidates who will relish working in a role like no other!

The following information is designed to give you an overview of the roles available, the work of the Union and details of how to apply.

You can find out more about the Union by visiting our website at www.bathspasu.co.uk

If you would like an informal chat about the role, please contact:

Sarah Dawes, Chief Executive at s.dawes@bathspa.ac.uk or Ryan Lucas, President and Chair of the Board at su-president@bathspa.ac.uk

About the Union

There has been a Students' Union at Bath Spa since the 1970s. It has been a registered charity since 2010 and its charitable aims are to:

- To promote the interests and welfare of students during their course of study at Bath Spa University. In doing so we represent, support and advise students on a range of subjects.
- To be the recognised representative between students and Bath Spa University and other external bodies.
- To provide social, cultural, sporting and recreational activities and forums for discussion and debate for the personal development of students.

So what is it we actually do?

- We run a bar, café, gym, shop and events which provide essential services for students and are principal sources of income for the Union.
- We provide help and support for students – from health campaigns, academic advice and signposting students to sources of help.
- We support clubs and societies run by students for the benefit of students
- We organise volunteering and skill development opportunities
- We organise trips and other opportunities for students.
- We liaise directly with the University and organisations nationally and in the local area to campaign about and discuss issues that affect students.

Our Vision, Mission & Values

Our Vision and Mission statements outline the purpose of the Union and how we will seek to achieve this. They are supported by our Organisational Values which describe the culture and ethical principles of the Union.

They were reviewed as part of the development of our Strategic Plan for 2016-2020.

Our Vision

To empower all Bath Spa students to achieve their potential

Our Mission

To foster an inclusive, community-led culture that actively listens to and responds to the views of students, and which inspires the creation of opportunities to enrich their university experience

Our Organisational Values

- Students are at the heart of everything we do.
- We have many voices but we are one Union: we achieve great things together.
- We are creative, innovative and responsive to the changing needs of students.
- We take pride in delivering high quality services, opportunities and value for money.
- Trust, sustainability and accountability are at the heart of how we work.

The BIG Plan 2016-20

Our new Strategic Plan 2016-2020 was approved by the Board of Trustees in June 2016. The strategy aims to reflect the concerns of students at Bath Spa University today and be flexible to respond to challenges that emerge during its four year lifespan. It outlines six core priorities for the Union:

- Engagement, Communication & Research
- Activities
- Well-being
- Student Voice
- Community
- Skills Development

You can find out more about the Strategy at: <http://www.bathspasu.co.uk/thebigplan/>

During 2019 we will begin work on the successor to the Big Plan which will be launched in 2020.

Equal Opportunities

The Union is committed to ensuring equality of opportunity for all, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religions and belief, gender or sexual orientation.

It is continually working to improve its practices and is proud to have been accredited as Leaders in Diversity by the National Centre for Diversity, who have also named it in the Top 100 organisations in the UK for its work to advance the principles of Fairness, Respect, equalities, Diversity, Inclusion and Engagement. It was also named as Union of the Year in 2017, 2018 and 2019.

The Students' Union's Equality & Diversity Policy can be found on the Union website along with details of its awards and work in this field.

Governance of the Union

The Union's Board of Trustees is the overarching decision making body for the Union. Its membership is comprised of 4 elected student officer posts, 4 student trustees and 4 external trustees. In addition the Union may appoint lay members to bring additional and specific expertise to the Board as required.

The Board usually meets four times per year, plus an additional induction session in June and a Board Effectiveness Review in January.

The work of the Board is supported by the following sub-committees which hold the delegated responsibility from the Board of Trustees for:

Audit & Risk Committee

Responsible for ensuring that there is a framework for internal controls and accountability; for examining and reviewing all systems and methods of control including risk analysis and risk management; and for ensuring the organisation is complying with all aspects of the law, relevant regulations and good practice. This Committee usually meets twice per year. External trustees hold the positions of chair and vice chair.

Finance & Resources

Responsible for all policies, planning, scrutinising and reporting involving financial and human resources. The Committee usually meets 4 times per year. External trustees hold the positions of chair and vice chair.

Appointments Committee

Responsible for all matters relating to the terms and conditions of service and the emoluments of the Senior Post Holder(s) appointed by the Board of Trustees, and the sabbatical officers. Responsibility to seek and recommend External Trustee candidates for Board of Trustee and Democracy & Scrutiny Committee approval. The Committee also oversees the induction and training for trustees. External trustees hold the positions of chair and vice chair.

Democracy & Scrutiny Committee

The Democracy & Scrutiny Committee is the democratic hub of the Union, responsible for jointly setting the policy of the Union with the Board of Trustees. The Committee is responsible for the oversight of representation and campaigning work and the implementation of policy. Its membership comprises student representatives from across the Union.

Senior Leadership Team

The Senior Leadership Team is the formal liaison meeting with the University and is responsible for day to day oversight of the Union's activities.

Our Standards

Our People

The Union aims to provide a supportive work environment, where everyone is clear about their roles and responsibilities and where the contribution of every member of the team is valued. We want every Trustee, elected Officer and Representative and staff member to be supported to achieve their potential.

We expect all our team to maintain high standards that reflect our organisational values and actively demonstrate the following:

- Ambitious, passionate, dedicated, committed & motivated
- Team orientated: equally valued and respectful of colleagues
- Professional & take responsibility
- Empowering, willing and available to help and support

Nolan's Principles of Public Life

The Union expects that all of its trustees and elected representatives will uphold the highest standards whilst in office. These follow the Nolan principles of standards in public life:

Selflessness

- To have a general duty to act with probity and prudence in the best interest of the Students' Union as a whole.

Integrity

- To conduct oneself in a manner which does not damage or undermine the reputation of the Students' Union, or its staff.

Objectivity

- In carrying out their role, including making appointments awarding contracts, recommending individuals for rewards and benefits or transacting other business, Trustees and Committee members should ensure that decisions are made solely on merit. In arriving at decisions in areas where they do not have expertise themselves, they should consider appropriate professional advice.

Accountability

- A duty to comply with constitutional and legal requirements and to adhere to best practice in such a way as to preserve confidence in the Students' Union.
- Accountability to the Students' Union's members and other stakeholders for their decisions, the effectiveness of the committee and the performance of the organisation.

Openness

- To ensure that confidential information and material, including material about individuals is handled appropriately; so that it remains confidential.
- To be as open as possible about their decisions and the actions that they take. As far as possible they should give reasons for their decisions and restrict information only when the wider interest clearly demands.

Honesty

- To have a duty to avoid any conflict of interest so far as is reasonably practicable. In particular, to make known any interest in any matter under discussion which:
 - creates either a real danger of bias
 - might reasonably cause others to think it could influence the decision.

Leadership

- Promote and support the principles of leadership by example:
 - striving to attend all meetings regularly, ensuring they prepare for and contribute appropriately and effectively
 - bringing fair and open minded view to all discussions of the committee and ensuring that all decisions are made in the Students' Union's best interests.

Code of Conduct for Trustees

All trustees must:

- **Act within the Union's Constitution and the law** – taking advice on legal matters where required and being familiar with the Constitution. The Constitution can be found at www.bathspasu.co.uk/about/howwework/constiutionandbylaws/
- **Act within the best interests of the organisation as a whole** – considering what is best for the Union and avoiding bringing it into disrepute. Trustees should be ambassadors for the Union, safeguarding its good name and representing the Union as required.
- **Manage conflicts of interest effectively** – registering and resolving any potential conflicts of interest
- **Respect confidentiality** – understanding that sometimes the Board is required to deal with information where the utmost confidentiality is required. Trustees must always ensure confidential information is not discussed or shared outside of Board meetings.
- **Ensure they have a sound, up to date knowledge of the Union** – Be aware of the issues affecting students, the wider Students' Union movement and Higher Education.
- **Attend meetings and other appointments or give apologies** – trustees should engage in discussions and decision making. A trustee who does not attend three consecutive meetings without giving apologies or demonstrating mitigating circumstances may be removed from office.
- **Ensure they are fully prepared for meetings** – taking time to read papers, query areas they are unsure or concerned about and think about issues before meetings.
- **Actively engage in respectful discussion, debate and voting in meetings** – contributing positively, challenging sensitively, avoiding conflict and listening carefully
- **Act jointly and accept a majority decision** – make decisions collectively and standing by them and not acting individually in a manner that contradicts a decision or view of the Board
- **Work considerately and respectfully with all** – respecting diversity, different roles and boundaries, and avoid giving offence

External Trustee Vacancies

The chance to become an External Trustee at Bath Spa University Students' Union is an exciting opportunity to use your skills, knowledge and experience to make a positive difference to the lives of students at the University.

External Trustees are appointed for a term of four years and are able to serve a maximum of two terms, which can be consecutive or non-consecutive.

Each External Trustee is appointed to two committees and takes responsibility to act as chair for one committee and vice chair for the second.

Principal duties of an External Trustee are:

- To work in partnership with the Trustees, the Chief Executive Officer and other senior staff to ensure the Union is using its resources effectively to improve the student experience
- To be responsible, along with the other Trustees, for monitoring all areas of performance.
- Ensure that the Students' Union complies with all legal and regulatory requirements including its governing documents, charity law and any other relevant legislation or regulations.
- To be an ambassador for the Students' Union, safeguarding its good name and values.
- To contribute actively to the work of the Board, using their skills and experience to enhance and guide the work of the Union.
- To support the Student Officers and Trustees, who are elected annually, and to be prepared to support new the Trustees.
- To maintain proper controls and ensure that the Students' Union applies its resources exclusively in pursuance of its objectives.
- To work in partnership with fellow Trustees, the Chief Executive and other senior staff to deliver the Union's Strategic Plan.
- Ensure that the Union's policies and procedures are adequate to meet the needs of the organisation
- To support the operational management of the organisation and raise important issues that the Union may have overlooked.
- To attend meetings, reading papers in advance and actively contribute to discussion.
- To attend Committee meetings as appropriate, and to participate in other tasks that may arise
- To liaise with other Trustees, the Senior Management Team, other staff, senior University staff, city and community leaders.
- To maintain the highest standards of integrity in line with Nolan's principles of public life (see page 8 of this document).

External Trustee Person Specification:

The Union is seeking to appoint an External Trustee with knowledge or experience in one or more of the following areas:

- Higher Education, in particular the drivers of student experience
- Audit and Governance
- Legal knowledge of company/charity law
- Community relations

This experience may have been gained in the public, private or 'not for profit' sectors. External Trustees must seek to uphold the Union's core values of values of student leadership, diversity, democracy and change.

In addition the Union would wish any application to demonstrate the following personal attributes:

Essential

- Be able to commit to the role
- Commitment to the students' Union and its Vision and Values.
- Understanding of the roles and responsibilities of a Charity and its Trustees.
- Understanding of the issues facing students and Students' Unions
- Commitment to maintaining highest standards of integrity
- Enjoyment of working in a fast paced, student focused environment

Desirable

- Experience of working within the Higher Education, charitable or Students' Unions sectors
- Strategic and business planning
- Knowledge of the local community
- Experience of working within a democratic environment.

Further Information

Commitment and Attendance at Meetings

The Board of Trustees usually meets 4 times per year. Committees meet 2-4 times per year.

In addition trustees are expected to attend:

- an annual Induction Day each June where the new Board members meet each other for the first time
- An informal dinner each September
- A Board Effectiveness Review each January

It is expected that outside of meetings, there will be occasions when other committee members, Trustees and Chief Executive may consult with you for your experience and knowledge. From time to time, you may be asked to assist with other projects.

Support & Training

On appointment Trustees and Lay members are provided with an internal induction programme. This includes online training resources.

After your induction, it is possible that you may be invited to attend an occasional training session on relevant issues.

Involvement

It is expected that you will take an active interest in the Students' Union, occasionally attend social or work events and undertake the necessary reading and preparation for the meetings.

Eligibility

External Trustees will be required to sign a declaration to confirm they are eligible to act as a Trustee of the Union. As part of the recruitment process candidates should be aware that checks will be carried out to ensure they are not barred from holding such office.

Payment of Expenses

All Trustee and Lay Member roles are unpaid.

However, you are entitled to receive payment for out of pocket expenses. Expense claims must be supported by bills or receipts. These could include:

- Travel expenses to and from committee meetings.
- Reasonable costs of overnight accommodation and/or subsistence while attending committee meetings (or other), should this be required.
- Cost of additional support required for a committee member with a disability.

How to Apply

Bath Spa Students Union is committed to attracting and recruiting candidates from a diverse range of backgrounds. We firmly believe that our team should include a variety of personalities, skills and outlooks to enable us to truly represent the cultural diversity of Bath Spa students.

We particularly welcome applicants from diverse backgrounds and have developed a range of staff policies to support every member of our team to achieve their full potential here at the Union.

If you are interested in becoming an External Trustee or Lay Member, please send a copy of your CV along with a covering letter which addresses the following points:

- Whether you wish to be considered for the role of an External Trustee, Lay Member or both vacancies
- Why you are interested in the role(s)
- Any relevant professional experience and attributes you feel you could bring to the role

We would also be grateful if you could complete an Equal Opportunities monitoring form. This does not form part of the recruitment process but enables us to make sure we are upholding high standards of integrity and fairness in our recruitment procedures. Please forward your application to s.dawes@bathspa.ac.uk.

Closing date for applications will be midnight on 30th April.

Interviews will be held in w/c 13th May 2019.

The recommendations of the Board of Trustees will then be considered and appointments confirmed by the Democracy & Scrutiny Committee.

Trustees appointed will then be invited to attend the Board of Trustees induction session on 26th June prior to commencing their role from September 2019.