

**Students'
Union**
Bath Spa

**... 4 amazing
opportunities ...**
Student Trustees 2019 - 20
Information pack

Introduction

The chance to become a Student Trustee at the Students' Union is an exciting opportunity to use your skills and knowledge to make a positive difference to the lives of students at the University. This is a time of significant change at the University and the Union and this is a unique opportunity to be at the heart of that change.

Trustee responsibilities

As a Trustee you are expected to attend and contribute to approximately 6 Board of Trustee meetings and 4 sub-committee meetings each year.

The Trustees are responsible for ensuring that the Union is running well and is doing what it was set up to do. Trustees must:

- follow the law and the rules in the charity's governing document (the Constitution)
- act responsibly and only in the interests of the charity
- use reasonable care and skill
- make well-informed decisions, taking advice when you need to

Trustees are responsible for:

- Being an ambassador for the Students' Union, safeguarding its good name and values
- Developing and delivering the Union's strategic plan, policies and procedures
- Ensuring the Union uses its money and resources sensibly and only in pursuit of its charitable aims
- Ensuring that the Union complies with its legal responsibilities and regulatory requirements, including charity law and other relevant legislation and regulations
- Ensuring that the Union acts in accordance with its governing document (The Union Constitution)
- Making sure that the Union keeps proper accounts and records
- Monitoring the performance of the Union
- Protecting the Union's assets, taking care over their security and usage
- Work closely with the other Trustees and Chief Executive to support the effective management of the Union
- Student Trustees are full members of the Union's Board of Trustees and also appointed to either the Audit and Risk or the Finance & Resources Committee.

You should run for this role if you:

- Ensure students are at the heart of every decision the Union takes
- Want to ensure that the Union is well run and manages its resources effectively
- Want to take active role to ensure that the experiences of Bath Spa students are the best they can be

What will you gain from being a trustee?

This is a unique opportunity to gain valuable experience in leading a business with an estimated annual turnover of £1.4m. You may wish to gain practical skills to enhance your career goals or gain more experience to help you establish your own business after university.

Being a trustee is a voluntary role, which will add significant experience to your CV and give you practical experience of:

- leadership and management skills
- working in the charity sector
- strategic management experience
- networking opportunities
- mentoring from experienced professionals

NOLAN'S SEVEN PRINCIPLES OF PUBLIC LIFE

Being a trustee is a responsible position. All Trustees are expected to follow the 7 principles of public life which apply to anyone who works as a public office-holder.

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.

FURTHER INFORMATION

Training & support

Any student appointed as a trustee at the Union will receive training to assist them in their role and support from the staff team throughout their time in office.

This can include:

- In-house, regional and online training on being a Trustee
- Conferences and ad hoc events
- One to one or group meetings

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

Student Trustees are appointed annually. They must be a student at the time of their appointment and continue to be a student during their term of office. Student Trustees serve a term of office of one year and may serve a maximum of two consecutive terms.

Student 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 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 Board or 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 experience, 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 policies to support every member of our team to achieve their full potential here at the Union.

If you are interested in becoming a Student Trustee please send a copy of your CV along with a covering letter which addresses the following points:

- Why you are interested in the role
- Any relevant skills, experience and attributes you could bring to the role

We would also be grateful if you could complete an Equal Opportunities Monitoring Questionnaire available on the vacancy page on our website. 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:

Sarah Dawes, Chief Executive, Bath Spa University Students' Union, Newton Park Campus
Bath BA2 9BN or via email to: s.dawes@bathspa.ac.uk.

If you would like an informal conversation about the role please contact Sarah Dawes on 01225 876264 or at the email above or Ryan Lucas, Student Union President at su-president@bathspa.ac.uk.

Closing date for applications will be midnight on Sunday 12th May.

Interviews may be required and if so will take place the following week, prior to appointment by the Democracy and Oversight Forum.

Student Trustees appointed will then be invited to attend training and the Board of Trustees Induction meeting 26th June prior to commencing their role from September 2017.