

ROEHAMPTON STUDENTS' UNION
UNIVERSITY APPOINTED TRUSTEE (Applicant Pack)
April 2023

Thank you for taking an interest in the position of University Nominated Trustee for Roehampton Students' Union. The following information should help you get an understanding of the role and responsibility as a trustee for a students' union.

RSU is in the process of reviewing its articles of association and is extending its membership of the Trustee Board to welcome a member of University staff nominated by the University to join the Trustee Board. Joining initially as an attendee, before becoming a full member upon the confirmation of the articles review in 2023.

The University nominee to the RSU Trustee Board will have the same responsibilities as the other trustees. The University nominee will be expected to support the organisation, its elected officers, participate in Trustee Board meetings, sub-committees (if appointed to one), and attend training and events in the same way as an elected, or appointed trustee. In addition, the University nominee will be expected to bring a University perspective to the Trustee Board and apply their experience, skills, guidance, institutional context, and independent judgement to assist the trustees in making sound decisions.

About Roehampton Students' Union

Roehampton Students' Union (RSU) is a Charity and Company Limited by Guarantee that exists to best serve the needs of Roehampton students by working towards meeting three core charitable objectives, as references in its [Articles of Association](#).

- *Promoting the interests and welfare of Students at Roehampton University during their course of study and representing, supporting, and advising Students.*
- *Being the recognised representative channel between Students and Roehampton University and any other external bodies.*
- *Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students.*

RSU Strategy 2022-2025

In 2021, the Trustees developed a set of objectives based on priority issues to emerge from the research and formally approved a new strategy that launched in February 2022.

Mission: We represent, support, and develop students from all backgrounds at Roehampton and enable them to have the best possible university experience.

Vision: To create a truly inclusive community and an environment where students at Roehampton can thrive.

Values: Approachable, Inclusive, Empowering, Representative, Fun, Passionate.

Strategic Objectives

Student Voice - *RSU will effectively communicate the needs of students from all backgrounds to challenge the university to deliver an outstanding student experience.*

Student Development and Co-Creation - *Students will have access to high-quality opportunities which build confidence and truly add value to their university experience.*

Inclusivity and Belonging - *RSU facilitates a sense of belonging across the university and empowers students to be socially responsible and conscientious citizens.*

Supporting Students - *RSU will provide effective and accessible services for students, and work in partnership with the university to ensure support is available when and where students need it.*

You can read the full strategy at: [RSU Strategy 2022- 2025 \(webflow.io\)](https://webflow.io)

Trustee Board

The composition of the trustee board is very much student led with three sabbatical officer trustees, with the President being the Chair. There is one part time officer trustee and two student trustees and four external trustee positions to which we recruit based on skills, knowledge, competency, and experience.

What we are looking for

We are looking for a member of university staff who is committed to the role of students' unions and upholds the place student leadership has in universities. We are seeking to appoint an individual who will bring knowledge, skills, and experience that strengthens the Trustee Board and ultimately helps RSU deliver its strategic objectives. For reference, the following areas of expertise are sought when recruiting externally appointed Trustees:

- Governance
- Financial Management and Audit
- Higher Education Leadership experience
- Human Resources
- Strategy and Performance

Applicants should be permanent members of University staff and should have passed their probationary period.

What we would expect of a University Nominated Trustee

Full-term external Trustees remain in office for a term up to four years; they can serve for a maximum of two terms. A similar level of commitment would be expected of the University nominated trustee. With the term of office much shorter for student and officer trustees, the long-term commitment of both University nominated, and external trustees provide long-term consistency and stability at board level.

We would expect commitment to the following:

Attendance at Board Meetings.

The trustee board will meet between four and six times a year. In addition to this Trustees may be appointed to sub-committees, provide structured and ad-hoc support for the sabbatical officer trustees and chief executive, and join project boards when they occur.

Support Officer Trustees

Outside of board meetings there may be occasions when the sabbatical officer trustees and chief executive will turn to you for your experience and knowledge.

Be involved with the students' union

Apart from reading the papers before meetings, we expect trustees to take an active interest in the union through supporting processes where trustees are required to assist, occasionally joining strategic working groups, and attend selected events in the calendar.

In the first instance, you should read the Charity Commission Guide – ***The Essential Trustee – What You Need to Know***. A copy to this guide or can be viewed online by clicking on the below link:

<http://www.charitycommission.gov.uk/publications/cc3.asp>

As you read the charity commission guidance, you will learn much more about your responsibilities and about the many sources of help and support. Once you have had an opportunity to read the guidance and the following information, you are welcome to make an optional appointment with the Chief Executive (Mark Gillespie) who will talk through the role of trustee with you.

Time Commitments		
Requirement	Frequency	Time Commitment (approx.)
Trustee Board Meetings	6 per year lasting up to 3 hours	18 hours (+pre-reading)
Sub Committees (if appointed to one)	2-4 per year depending on appointment and lasting up to 2 hours each	10 hours (+pre-reading)
Attending Board induction and development days	1 ½ day board induction 1 board development (1 full day, annually)	12 hours
Attend RSU Awards	1 event (annually)	5 hours

How to Apply

Please send a brief CV and covering statement to George Turner, University Secretary by email to governance@roehampton.ac.uk by 17:00 on May 17, 2023.

Collective responsibilities of all Trustees

1. To ensure that the Students' Union works to fulfil its charitable purpose, and that it acts within its Articles of Association.
2. To ensure the Students' Union complies with charity law, company law, and other applicable legislation, regulatory requirements and seeks to adopt best practice.
3. To comply with the provisions of Roehampton Students' Union's Articles of Association, and to always act in the best interests of the Union.
4. To ensure the financial stability of the Students' Union, and that its resources are properly managed and only used for the purposes for which they are intended.
5. To ensure that effective strategic planning is in place, that appropriate goals and targets are set, and effective processes for monitoring and evaluating performance are in place.
6. To ensure that effective governance policies and procedures are in place in relation to the Students' Union's activities.
7. To ensure that effective controls are in place to identify and manage risks.
8. To actively contribute to the work and decisions of the Trustee Board.
9. To support and constructively challenge the Chief Executive and coordinate their activities.
10. To uphold and demonstrate the aims and values of the Students' Union and to protect its name and reputation.
11. To adhere to the Nolan Committee's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

For a University Nominated Trustee;

1. To bring a university perspective to the work of the Board, based on your experience, skills, knowledge and independent judgment.
2. To use any specific professional skills, experience, and institutional knowledge to assist the Board in reaching sound decisions and, where appropriate, to offer guidance on matters falling within those specific areas.

Person Specification

1. Be willing and able to allocate sufficient time to fulfil the duties and responsibilities of the role.
2. Able to think strategically and see the bigger picture.
3. Be a 'critical friend' - able to challenge constructively, and exercise sound independent judgment.
4. Have effective communication skills and the ability to relate to, and communicate effectively with, people at all levels.
4. Have experience of working in a leadership, or management role in an organisation (private, public or voluntary) using influencing and negotiating skills.
5. Have experience of working in, or with, an organisation that requires an understanding of the needs of, and engagement with, multiple stakeholders.
6. Have a commitment to our values.
7. Have the enthusiasm to apply your experience, understanding and skills for the benefit of the Students' Union, its members and their educational and personal development, and wellbeing.
8. Be prepared to guide and support elected student officers on a regular basis.