

CITY STUDENTS' UNION

WE'RE HERE FOR YOU

## Student Trustee

### *Candidate Pack*

*The Key to a New Role at City Students' Union*



CITY  
STUDENTS'  
UNION

# Welcome

Thank you for your interest in becoming a Student Trustee of City, University of London Students' Union (the Union). This pack contains an overview of the Union, the role and information on how you can apply.

Every City student is a member of the Union by default. That makes the Union the representative body for 20,000 members. We're run by students, for students, and provide support, representation, advice and activities throughout the good times and the tough times.

As a Student Trustee, your role will be to sit on a board of ten Trustees who govern the Union and work alongside our student Officers, staff team, and hundreds of student volunteers to run a thriving and active students' union in the heart of London. The Union is going through a period of massive revitalisation with the recruitment of new staff, increased funding, and the implementation of a strategic plan which was launched in August 2019.

This is a great opportunity to take on an essential role in a developing and dynamic charity committed to changing lives and we look forward to your application.



**Shaima Dallali**  
President and Board  
of Trustees Chair  
21/22



**Philip Gilks**  
Chief Executive

## About Us

With a rich history spanning over 125 years, City, University of London Students' Union is the primary organisation representing the views of almost 20,000 students at City, University of London to the institution and beyond.

With three Full-Time Student Officers, a team of permanent staff and the involvement of student volunteers, the Union is at the heart of activity on campus tasked with improving and delivering the best Student Experience. The Union delivers a range of services and support for its members, from independent academic advice to supporting our Programme Reps to enhance their course, to promoting the employability and development of students through our Student Activities and Development Team. The Union also runs an online store which sells a range of products, including ethically sourced University branding clothing, merchandise and stationery.

The Union is striving to develop as an organisation and has recently enlarged its physical footprint, we're well on our way to transforming community at City, University of London.



# Our Vision, Values & Strategy

The Union has a brand-new strategy which was launched on 1 August 2019 and will set the direction of the Union until 2023. The key headlines are:

## Vision

You have a great time as a student at City and when you graduate you believe your time here has given you the skills and experiences to achieve your goals.

## Mission

The Students' Union will empower student success, with services and support that enhance your time at City and beyond.

## Values

We listen, learn and lead.

Our values define our approach and culture, we'll demonstrate them in our behaviour by:

- **Asking the questions that matter;** how does it feel to be a student at City? How can your experience be improved?
- **Questioning our work, asking;** are we working in the most effective way? Is there a better way? We thrive on finding innovative ways to tackle the issues you raise that present barriers in order to add value to your experience at City.
- **Not fearing failure;** we try new things in the knowledge that not everything will work first time. What matters is learning from our experience and constantly seeking to improve.
- **Evidence underpinning what we do;** from our experiences, learning from others and from listening to you.

## More Information

For more information on the Union strategy, visit [www.citystudents.co.uk](http://www.citystudents.co.uk).

## The Opportunity

As a charity, the Union needs to be overseen by a Board of Trustees who guide our governance and strategy. Our board is comprised of our elected full-time officers (sabbatical trustees) with student trustees and lay trustees. This is an opportunity to become an active participant in the 5-6 meetings of the board that will take place each year, as well as being on hand to take decisions between meetings when the need arises. There may also be the opportunity for some trustees to sit on Union sub-committees.

## The Board of Trustees

The Board of Trustees is the highest decision-making body in the Union, ultimately responsible for its work with particular management of its financial well-being, strategic direction and legal compliance. You would sit as one of 2 student trustees who, together with the 3 sabbatical trustees and 5 lay trustees, comprise the membership of the board.

The Chief Executive and other Senior Management staff attend the Board of Trustees meetings. Usually, the CEO will attend as the Union's first point of contact with the board. It is of great value to the Union to bring in individuals with the expertise we need. Part of this role will be to ensure compliance and good governance as a charity, but also to work with the Chief Executive to monitor progress towards achieving the Union strategic plan, whilst continuing to look for new opportunities that the Union could benefit from.

Some examples of recent decisions taken by the Board of Trustees include:

- Approving new policies such as the Data Protection Policy and Health and Safety Policy;
- Allocating funding to launch a Money Advice Service and student loan scheme; and
- The development and approval of a new three year strategic plan.

You can read more about the Board of Trustees and the rest of the governing documents at [www.citystudents.co.uk/about-us/govdocs](http://www.citystudents.co.uk/about-us/govdocs).

## Who Are We Looking For?

The individuals appointed as trustees will need to be sympathetic to the aims of the organisation and more generally share a commitment to the broader values of the student movement: student representation, student rights and the student experience and the importance of students having a platform to organise together to help make these values a reality.

The role requires a careful balance: trustees need to respect the democratic will of the membership where possible but also be willing to think creatively and point out potential risk in any proposals. An eye for detail to ensure the Union is being well governed and the ability to see future opportunities are also important.

## Commitment Required

**Attendance:** This role's highest duty will be to attend and contribute to the meetings of the board. The board will have 5-6 scheduled meetings each year, with other meetings added if required. Each

meeting will have some reading and preparation work to do beforehand. The dates for the Board of Trustees in this academic year will be:

- 4.30pm Tues 25 January 2022
- 4.30pm Tues 5 April 2022
- 4.30pm Tues 7 June 2022

Meetings are now taking place physically.

Board members may be invited to sit on committees that have been delegated authority by the Board in different areas. Board members may occasionally also need to be available and contactable to approve decisions between meetings.

**Terms of Office:** The length of time a Student Trustee typically serves is two years per a term, but if they cease to be a student at City they will cease to be a Student Trustee. A Student Trustee can serve up to two terms.

**Training:** We utilise the support that is available from the University, the National Union of Students (NUS) and the Charities Commission to ensure all trustees are fully trained on the responsibilities associated with charity trusteeship.

**Wider Involvement:** Where trustees wish to take a wider interest in what is going on within the Students' Union in addition to their formal duties as a trustee we will welcome this. We aim to send the news of what is going on in each area of our activity to trustees on a regular basis.

## Equality, Diversity and Inclusion Statement

City Students' Union is committed to promoting equality, diversity and inclusion in all activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief, or other irrelevant distinction.

### Our Race Equality Work

As part of a wider inclusivity agenda, the Union has an internal Race Equality Working Group made up of staff from across the Union. The purpose of the group is to improve representation, progression and success of people of colour within Higher Education and the Students' Union sector.

To find out more about this work, please see our site: <https://www.citystudents.co.uk/about-us/raceequalityhub/>

## How to Apply?

Applications Close: 23.59pm Sunday 17 October 2021

Applications Shortlisted: Monday 18 – Wednesday 20 October 2021

Successful Applicants Notified: Thursday 21 October 2021

Interviews: Wednesday 27 October 2021

Appointments Committee to confirm Appointment: W/C Monday 1 November 2021

If you would like to apply, please send a copy of a current CV, along with a short statement (no more than 150 words) which should explain why you would be a great Student Trustee to [hannah.roberts.3@city.ac.uk](mailto:hannah.roberts.3@city.ac.uk).

# Trustee Role Profile

<b>Post:</b>	Student Trustee
<b>Tenure:</b>	2 years, unless person ceases to be a City Student
<b>Department:</b>	City, University of London Students' Union
<b>Pay:</b>	Voluntary, reasonable expense are covered
<b>Hours:</b>	5-6 meetings a year minimum

## Role Purpose

The Trustees are ultimately responsible, individually and collectively, for all activity within City, University of London Students' Union (the Union). The Union Trustee Board is responsible for setting the vision and values of the organisation and for ensuring the delivery of organisational purpose. The Trustees ensure development of and agree a long-term strategy. They approve and monitor plans to deliver the strategy.

## Principal Accountabilities

### All Trustees

Trustees are accountable for delivering the responsibilities detailed in the Union Memorandum and Articles of Association and supporting documents. The above notwithstanding, all Trustees have a duty to:

- Ensure that the Union acts in accordance with its charitable objects, articles of association and other guiding documents and in particular remains true to its mission, vision and values.
- Facilitate the student leadership of the organisation.
- Help the Union achieve its objectives and improve the lives of its members.
- Ensure that the Union complies with all relevant legislation and regulations, including relevant charity acts and education acts.
- Ensure that the Union does not undertake activities that put its financial stability, members or reputation at undue risk.
- Work with other Trustees, staff and volunteers in a constructive manner and for the greater good of the Union.
- Participate fully in Board of Trustees meetings and sit on the Board's Committees if required.
- Use their personal skills and experience to ensure the Union is well-run and efficient.
- Seek external professional advice where there may be material risk to the Union or where the Trustees may be in breach of their duties or at any other appropriate moment.
- Add value to the Trustee Board and the Union through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity.
- Abide by the Union Trustee Code of Conduct.

### Student Trustees and Sabbatical Trustees

Student Trustees and Sabbatical Trustees have a particular responsibility to:

- Ensure decisions of the Board of Trustees and its Committees take account of the needs and views of the Union membership (students).
- Ensure the Union considers the needs and views of all student groups including, for example, Postgraduate, International and part-time students.
- Ensure effective communication between the Union and its members.

## Expectations

Trustees should be:

- Committed to the purpose, charity objects and values of Union.
- Committed to facilitating student leadership both within and through the Trustee Board and through the wider democratic structures of Union.
- Constructive about other Trustees' opinions in discussions and in response to staff members' contributions at meetings.
- Able to act reasonably and responsibly when undertaking Trustee Board responsibilities.
- Able to maintain strict confidentiality.
- Understand the importance and purpose of Trustee Board and Committee meetings and be committed to preparing for them adequately and attending them regularly.
- Able to analyse information and, when necessary, challenge constructively.
- Able to make collective decisions and stand by them.
- Able to respect boundaries between management and governance functions.
- Excellent role models who promote the highest standards of probity and integrity.
- Firm supporters of equality of opportunity and committed to promoting diversity.

## Eligibility

All appointed and elected trustees are required to sign a Trustee Declaration Form. To be eligible to be a Trustee and by applying for this role you declare that you:

- Are willing to act as a trustee of City, University of London Students' Union, which is a registered charity (charity number 1173858) and a company limited by guarantee registered in England and Wales (company number 10834450).
- Understand your organisation's purposes (objects) and rules set out in its governing document
- Are not prevented from acting as a trustee because you:
  - have an unspent conviction for an offence involving dishonesty or deception
  - are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
  - have an individual voluntary arrangement (IVA) to pay off debts with creditors
  - are disqualified from being a company director
  - are subject to an order made under section 429(2) of the Insolvency Act 1986
  - have previously been removed as a trustee by us, the Scottish charity regulator or the High Court due to misconduct or mismanagement
  - have been removed from management or control of any body under section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation) are disqualified from being a trustee by an order of the Charity Commission under section 181A of the Charities Act 2011.

# Candidate Specification

## Eligibility

### Essential

- An understanding of and commitment to the values and principles of student representation and democracy.
- An understanding of and sympathy with the aims of City, University of London Students' Union.
- A commitment to act in accordance with the Nolan principles for ethical conduct in public service.
- Willing and able to commit to attend all trustee meetings as a minimum requirement.
- A willingness to think independently and contribute in an open and clear way.
- An acceptance of the responsibilities associated with being a Charity Trustee (including legal responsibilities and liabilities of Trusteeship under Charity Law).
- Excellent communication skills.
- The ability to work well as part of a team.
- Ability to analyse information and consider different points of view with an open mind.

### Desirable

- Experience of developing strategy and evaluating performance.
- Experience of fundraising and/or campaigning.
- Experience of Human Resources development.
- Experience of providing financial management and oversight
- An understanding of charity law and its implications for trustees.
- An understanding of business management.
- Experience of the Charitable sector.
- Experience of Further or Higher Education Sectors.