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

The Union exists to represent all 19,000 of our members - every City student. We’re run by students, for students, and provide support, representation, advice and activities throughout the good times and the tough times.

We’re governed by a board of ten Trustees, who work alongside our student Officers, small staff team, and hundreds of student volunteers to run a thriving and active students’ union in the heart of London. The Union has gone through continual development over the past two years after recruiting a number of staff to re-energise the Union. It’s an exciting time for us, with a new strategic plan, rebrand and new physical space for our services.

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.

Kristina Perelygina
Board of Trustees
Chair 18/19

Philip Gilks
Chief Executive

About Us
With a rich history spanning over 100 years, City, University of London Students’ Union is the primary organisation representing the views of over 19,000 students at City, University of London to the institution and beyond.

With 3 Full-Time Student Officers, a small team of permanent staff and the involvement of student volunteers, the Union is at the heart of activity on campus. 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 department. The Students’ Union also runs a Shop which sells a range of products, including ethically sourced University branding clothing, merchandise, confectionary and stationary.

The Union is striving to develop as an organisation and has recently become a Company Limited by Guarantee, moved into a new space on campus and successfully increased its block grant to support this.
Our Vision, Values & Strategy

Our Vision:
“City Students’ Union: A high quality, sector-leading students’ union”.

As a students’ union, we must constantly be striving to be the very best organisation for our membership, no matter which direction they lead us. This means we should always be high quality and at the forefront of our sector.

Our Values:
We are Inclusive. We are Broad-minded. We are Creative. We are City Students’ Union.

At the heart of everything that the Students’ Union does are its values. They give us our identity, guide how we make decisions, and how we conduct ourselves.

We are Inclusive.
We believe that equality is achieved when we are inclusive of all of our members. We are committed to the principles of social justice. We believe that our members should have equality of access and participation in the Students’ Union and our activities.

We are committed to the principles of equity, recognising the differences that our members have and giving them the tools to succeed.

We are Broad-minded.
We realise that we do not have all of the answers and we should always be open to change and challenging our way of thinking.

We are continually learning, talking and sharing information with our students and stakeholders to ensure that we are making the best decisions and offering the best services for our members.

We are Creative.
We celebrate our history, but we are not constrained by it. We are continually on a journey of self-discovery and self-determination, and we support our students on their own journeys.

We are not afraid to take risks, try new things and forge a new path for ourselves, the University, and its students.

Our Strategy:

Our strategy to be a high quality, sector-leading students’ union is simple but bold.

“Through active partnerships and dynamic student representation, we will create connected communities, full of opportunities where students can individually and collectively grow together by 2020.”
The Opportunity
As with all charities, the Union needs to be overseen by a Board of Trustees. This is now an established board and brings together our elected Full-Time Officers (sabbatical trustees) with student trustees and lay trustees to oversee our governance and strategy.

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 is also the opportunity for some trustees to sit on Union sub-committees.

The Board of Trustees reviews the Finances of the Union, receives updates from the sub-committees, and discusses and makes executive decisions on any matters that have arisen. The hope is that the trustee board will be forward thinking, and support the development of the Union.

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

The Union Chief Executive who acts as first point of contact for the Union shall all be in attendance, and other Senior Management staff as required.

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.

You can read more about the Board of Trustees and the rest of the governing documents at 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 creativity 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: The key requirement is being willing and able 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. Board members may also be invited to consider sitting on committees that have been delegated authority by the Board in different areas. Board members will also need to be available to approve decisions via email between meetings as required. Each meeting will have some reading and preparation work to do beforehand.
Terms of Office: We are recruiting 2 student trustee to begin serving on the board in the academic year 2018/2019. The length of time a student trustee typically serves is 2 years or shorter if they stop being a student during this time (i.e. graduate).

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 informed of the responsibilities associated with being a charity trustee.

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.

How to Apply?

Applications Close: 11.59pm Sunday 11 November
Interview Date: Week Commencing 6 November

If you would like to apply please send a copy of your current CV, along with a short statement (no more than 150 words) which should explain why you would be a great Student Trustee to philip.gilks@city.ac.uk.

Further Information

If you have any questions regarding the role or organisation, please contact the Chief Executive at philip.gilks@city.ac.uk.
Trustee Role Description

Tenure: 2 years (as long as you remain a student)

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.

Key Responsibilities

All Trustees
Trustees are accountable for delivering the responsibilities detailed in the Union Memorandum and Articles of Association and supporting documents. Notwithstanding this 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 Union being a student-led 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 join one of the Trustee 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 members.
- Ensure the Union considers the needs and views of all student groups including as examples Postgraduate, International and part time students.
- Ensure effective communication between the Union and its members.

Lay Trustees
Lay trustees have a particular responsibility to:

- Use their particular knowledge, skills and experience to improve the decision making of the Board of Trustees and its Committees.
- Support and empower the Student and Sabbatical Trustees to act as student leaders for the Union.
• Act as mentors, as required, for new or less experienced Trustees.

Expectations
Trustees should be:
• Committed to the purpose, charity objects and values of CULSU.
• Committed to facilitating student leadership both within and through the Trustee Board and through the wider democratic structures of CULSU.
• 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:
  o have an unspent conviction for an offence involving dishonesty or deception
  o are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
  o have an individual voluntary arrangement (IVA) to pay off debts with creditors
  o are disqualified from being a company director
  o are subject to an order made under section 429(2) of the Insolvency Act 1986
  o have previously been removed as a trustee by us, the Scottish charity regulator or the High Court due to misconduct or mismanagement
  o 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)
  o are disqualified from being a trustee by an order of the Charity Commission under section 181A of the Charities Act 2011.
Person Specification

Knowledge and Experience

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.

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 of Higher Education Sectors.

Skills, Abilities and Personal Qualities

Essential

- 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

- Ability to inspire and motivate others.
- Ability to communicate a vision to others.
- Strategic thinking.