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Myfyrwyr  
PCYDD

UWTSD  
Students'  
Union

# Become a **Student Trustee**

Recruitment Pack

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## **Our Mission**

**Together we will improve  
the lives of students at UWTSD**

## **Our Vision**

**We want to be the  
Students' Union you deserve**

## **Our Behaviours**

**Act Sustainably  
Work Bilingually  
Resource Responsibly  
Decide Transparently  
Communicate Widely**

# **We're a student-led charity, separate from the university**

## **A little bit about us...**

We're UWTSD Students' Union - a proudly student-led organisation representing over 19,700 University of Wales Trinity Saint David students.

Every student at UWTSD is automatically one of our members. We're a registered charity committed to helping you make the most of your time at university - we do this through Student Opportunities, Voice, and Advice.

We are an independent charity that works closely with the university to make sure things are done in the best interest of our members.

## **Facts & Figures**

- **19.7K+ Students**
- **4 Sabbatical Officers**
- **25 Part-time Officer Roles**
- **Student-led Clubs & Socs**
- **Campuses in England and Wales**

# Student Opportunities

Your time as a student is more than just lectures, and we're committed to helping you make the most of it - so join us, escape the classroom and get stuck in!

## What do we offer?

- You can join or start student-led clubs and societies
- Take part in competitive sports (BUCS)
- We can help with volunteering and fundraising
- We run loads of events throughout the year
- We run the official Welcome and ReFreshers
- Try something new with Give It A Go
- Improve your employability skills with Skills Week

# Student Voice

We are proudly student-led. Student leadership and opinions shape what we do. It's our mission to make sure that the thoughts and ideas of our members get heard by those who need to hear them - and we have a network of representatives and officers to help us do this.

## What do we offer?

- Nominate and vote in our Student Elections
- Led by our Union Presidents
- See what we've been up to at our open-to-all Annual General Meeting
- Join our network of representatives and officers
- Submit with our Big Ideas platform



# Advice Service

Sometimes, we all need some help - as a member you can use our advice service. It's free, independent and confidential. We want to empower you to make the decisions right for you.

## We can help you with...

- Attendance Appeals
- Extenuating Circumstances and Interruption of Studies
- Grades and Academic Appeals
- Raising Concerns & Complaints
- Referencing & Academic Misconduct
- Fitness to Practise, Non-Academic Misconduct and Support for Study

# Student Venues

Y Llofft and Y Clwb are Carmarthen's on-campus student spaces and venues. Our student spaces and venues are great places to chill out in the evenings, catch up with friends, play a few games.

# Introduction to our board

UWTSD Students' Union are looking for two additional Student Trustees to add to our Trustee Board to help guide and oversee the development and performance of our organisation.

We believe in student leadership and we already have two elected student trustees, and four elected sabbatical trustees. We are looking to appoint two additional student trustees to our Board.

The Trustee Board exists to make sure that the Students' Union is running properly, looking after its resources and people and working for the benefit of students at UWTSD. Student Trustees will join our Board to help guide and shape the work of the organisation, to monitor its performance and legal compliance and help it plan effectively.

## Why apply?

The new Student Trustees will bring new ideas and fresh opinions to Board; in return they will receive comprehensive training and will have great experience for their CV and future employment interviews.

# Role Description

## Position

Student Trustee (Appointed).

## Responsible to

Board of Trustees; Charity Commission.

## Salary

Unremunerated voluntary position but qualifies for reasonable expenses in line with Students' Union expenses policy.

## Period of Office

You must remain a student for the full duration of the appointment. See job advert for dates.

## Key Relations

Sabbatical Trustees, Student Trustees, External Trustees, Chief Executive Officer, Head of Business and Finance, Head of Membership Services.

# Main Purpose of Role

The Board of Trustees shall be responsible for the management and administration of the Union and (subject to the Education Act and Trinity Saint David Students' Union's Constitution and its Bye-Laws) may exercise all the powers of the Union.

The Board's powers include but not be limited to responsibility for: the governance of the Union; the budget of the Union; and the strategy of the Union.



# Main Responsibilities

- Ensure that the work of the Students' Union reflects its aims, mission and values and is of benefit to all students at UWTSD.
- Ensure that the Students' Union operates in an effective, responsible and accountable manner within the legal and financial requirements of a charitable organisation.
- Determine the overall strategic direction of the Students' Union and develop the organisation in line with the principles of good governance.
- Maintain sound financial oversight and control of funds and resources to ensure that the organisation remains viable.
- Assist the development of the Students' Union by overseeing clear strategic planning based on a coherent understanding of the environment in which the organisation operates.
- Identify and oversee the management of significant financial, legal or other risk to the Students' Union.

# Specific Duties

- Attend at least four meetings of the Trustee Board per academic year. Options for attendance include by electronic means.
- Read thoroughly in advance of meetings all papers sent out for discussion and prepare ideas and contributions.
- In conjunction with other Board members, set the direction for staff and make decisions on matters relating to the strategy, policy, financing and functioning of the Students' Union.
- Monitor the performance of the Students' Union using key performance indicators, project reports and management accounts.

## **Specific Duties (Continued)**

- In conjunction with other Board members, set strategic objectives for, and review the work of, the Students' Union Chief Executive.
- Participate in sub-committees and project groups relevant to your expertise.
- Participate in the recruitment of Board members and Students' Union staff as required.
- Be involved in matters of appeals as required by the governing document.
- Undertake induction and any other training identified to support you to carry out the above duties.
- Promote the values and work of the Students' Union, and act in its best interests, at all times.
- Fulfil such other duties and assignments as may be required from time to time by the Trustee Board.

# Personal Specification

Enthusiasm for the values of the Students' Union as a democratic, participative, student-led organisation	Essential
Commitment to devoting necessary time and attention to the role of Student Trustee	Essential
Ability to think strategically	Desirable
Understanding of the role of Student Trustee, including legal and financial responsibilities (although full training is provided)	Desirable
Ability to work effectively as a member of a team with diverse levels of experience	Essential
Ability to make and express independent judgements	Essential
Ability to communicate effectively	Essential
Commitment to adhere to Nolan's seven principles of public life - selflessness, integrity, objectivity, accountability, openness, honesty and leadership	Essential
Knowledge and experience of previous trusteeship or relevant other similar role	Desirable
Experience of studying on Cardiff or Birmingham campuses, or experience of studying as a part-time or distance-learning student	Desirable
Understanding of issues relating to societal inequality	Desirable
Ideas relating to increasing student engagement and developing membership led activities	Desirable

# Eligibility

You need to meet certain criteria in order to apply for a Student Trustee position;

- You must be a current and registered UWTSD student until the end of the appointment. See advert for exact dates.
- You must meet the [Charity Commission's eligibility rules for Trustees](#)

It is recommended that all applicants read the Charity Commission's guide to being a trustee: [The Essential Trustee: What you need to know, what you need to do \(PDF 1.2MB\)](#).

# Application & Interview

Applications to become a student trustee are made via our online form, full details are available on our 'become a student trustee' webpage at [www.uwtsdunion.co.uk/become-a-student-trustee](http://www.uwtsdunion.co.uk/become-a-student-trustee).

Application deadline can be found on the advert.

The Students' Union particularly welcomes applications from students studying on Birmingham and Cardiff campuses.

# Got questions?

If you'd like to discuss these roles with someone, please email us at [union@uwtsd.ac.uk](mailto:union@uwtsd.ac.uk).



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