



**Undeb
Myfyrwyr**
PCYDDS

UWTSD
**Students'
Union**

Student Trustee



Role Description

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Position

Student Trustee

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

One year; you must remain a student for the full duration of the appointment

Key Relations

Sabbatical Trustees, Student Trustees, Lay Trustees, Chief Executive Officer, Head of Business and Finance, Head of Membership Services, Governance and Administration Manager

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.

Responsibilities and Duties

Main Responsibilities

1. Ensure that the work of the Students' Union reflects its aims, mission and values and is of benefit to all students at UWTSD.
2. Ensure that the Students' Union operates in an effective, responsible and accountable manner within the legal and financial requirements of a charitable organisation.
3. Determine the overall strategic direction of the Students' Union and develop the organisation in line with the principles of good governance.
4. Maintain sound financial oversight and control of funds and resources to ensure that the organisation remains viable.
5. 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.
6. Identify and oversee the management of significant financial, legal or other risk to the Students' Union.

Specific Duties

1. Attend at least four meetings of the Trustee Board per academic year. Options for attendance include by electronic means.
2. Read thoroughly in advance of meetings all papers sent out for discussion and prepare ideas and contributions.
3. 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.
4. Monitor the performance of the Students' Union using key performance indicators, project reports and management accounts.

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

Person specification

Essential

1. Enthusiasm for the values of the Students' Union as a democratic, participative, student-led organisation.
2. Commitment to devoting necessary time and attention to the role of Student Trustee
3. Ability to work effectively as a member of a team with diverse levels of experience
4. Ability to make and express independent judgements
5. Ability to communicate effectively
6. Commitment to adhere to Nolan's seven principles of public life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Desirable

1. Ability to think strategically
2. Understanding of the role of Student Trustee, including legal and financial responsibilities (although full training is provided)
3. Knowledge and experience of previous trusteeship or relevant other similar role
4. Understanding of issues relating to societal inequality
5. Ideas relating to increasing student engagement and developing membership led activities

Diversity

UWTSD Students' Union welcomes applications from everyone regardless of age, gender, ethnicity, sexual orientation, belief or disability.

All appointments will be made on merit, following a fair and transparent process. In line with the Equality Act 2010, however, the organisation may employ positive action where candidates from under-represented groups can demonstrate their ability to perform the role equally well.

Terms of appointment

This role is unremunerated, and reasonable, pre-agreed domestic travel expenses will be reimbursed. Board meetings last for approximately three hours with papers being shared the week prior for reading and preparation. Sub-committee meetings last about an hour. We are flexible with timings and all meetings are minuted and recorded if people want to catch up due to missed meetings.

Appointment Process

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.

The application deadline can be found on the advert. If you'd like to discuss this role with someone, please email us at su.governance@uwtsd.ac.uk.

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 at www.uwtsdunion.co.uk/become-a-student-trustee.
- You must meet the Charity Commission's eligibility rules for Trustees: <https://www.gov.uk/guidance/charity-trustee-whats-involved>

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**](#)