

University of Suffolk Students' Union External Trustee Information (Sports and Business Development)

Following an audit of the skills base of our current Board of Trustees, we have identified that the SU would benefit from a Trustee with knowledge of sports development or in business development/retail more generally. These are areas that will be key to the Students Union in the completion of its current plan and during the development of its new strategic direction in 2020. The SU Trustee Board has several experienced members so our Board would be happy to support a candidate undertaking their first Trustee role.

The Board meets four times per year in February, May, July and September. We also have a Board Development half-day session in November where we consider contextual/strategic issues in more depth.

You can find out about the Students' Union and what we offer at www.uosunion.org or get in touch using the details below.

What does the Board do?

The powers of the Board of Trustees include ultimate responsibility for the University of Suffolk Students' Union management, administration, governance, budget and strategy. This includes ensuring the Union is well governed and managed and achieving its aims and objectives in accordance with its vision, mission, and values; and to provide strategic leadership for the organisation.

The Board of Trustees do not formulate Union policy on matters related to education and student welfare. Such policy is decided by the Executive Committee (student officers) and Student Council (course reps and student officers).

Trustees usually serve a term of 3 years, with a maximum of two terms. This may end early should a Trustee decide to resign due to taking up another role within University of Suffolk Students' Union, the completion or termination of their studies at the University or for other reasons applicable to the individual trustee.

External Trustee: Duties and Responsibilities

1. To ensure that Students' Union acts in accordance with its Governing Documents and in particular that its remains true to its mission, vision and values;
2. To help the Students' Union achieve its objectives and improve the lives of its members;
3. To ensure that the Students' Union complies with all relevant legislation and regulations, including relevant charity, education and company law;
4. To monitor the financial performance of the Students' Union and ensure that it remains solvent and financially secure;
5. To ensure that the Students' Union's funds are spent in accordance with its charitable aims and objectives;
6. To ensure that the University of Suffolk Students' Union does not undertake activities that put its financial stability, members or reputation at undue risk;
7. To use their personal skills and experience to ensure the Students' Union is well-run and efficient;
8. To seek external professional advice where there may be material risk to the Students' Union or where the Trustees may be in breach of their duties, or at any other appropriate moment;
9. To recruit, appraise and performance-manage the CEO.

In particular, External Trustees have a responsibility to:

- Use their relevant skills/knowledge to help the Board of Trustees to come to informed decisions;
- Use their relevant skills/knowledge to scrutinise the work of the CEO.

In practical terms, Trustees are expected to:

- Attend meetings of the Board of Trustees (normally 5 per year) and to be adequately prepared for such meetings;
- Attend other meetings, functions and events as appropriate and ideally sit on one sub-committee of the Board if applicable.
- Attend training where required. This may be provided by the National Union of Students (NUS) or with the Students' Union itself
- Any reasonable expenses, like travel costs, or hotel accommodation (if you are required to attend two days of training with an overnight stay) will be covered by the Union. Childcare expenses may also be considered.

External Trustee (Sports and Business Development): Person Specification

EXPERIENCE	Essential	Desirable
Experience of dealing with strategic issues, including interpretation of complex information and organisational planning		x
A track record of working in and forging successful partnerships with a wide range of internal and external stakeholders, particularly relating to sport development or in commercial development	x	
Experience of Sports development or a knowledge of the sector		x
Experience in commercial development or retail		x
charity law experience		x
Significant experience at a senior level in a complex organisation (private, public or voluntary)	x	
A comprehensive understanding of general management, in particular business planning	x	
A good knowledge of relevant legislation and statutory requirements, including charity law, employment; and health and safety law		x
A thorough understanding of best practice in financial management		x
Awareness of the issues affecting higher education	x	

SKILLS & ABILITIES

Commands confidence, with the skills and acumen to develop productive relationships with a range of stakeholders	x	
Sound judgement and ability to think corporately and strategically; ability to handle competing priorities and make informed decisions	x	
Strong communication skills, with the ability to relate to, and communicate effectively with, people at all levels	x	
A resourceful individual who has credibility because of what they do and how they do it	x	

VALUES, ATTITUDES AND PERSONAL STYLE

A leader on equality of opportunity who values diversity and removes barriers to equality	x	
An excellent role model who promotes the highest standards of probity, integrity and honesty	x	
An effective leader who is positive, determined and resilient enough to cope with the demands of the role	x	
Commitment to the Seven Principles of Public Life enunciated by the Nolan Committee	x	

You are not allowed to be a trustee if you:

- Are under 18 years of age;
- Have been convicted at any time of any offence involving deception or dishonesty, unless the conviction is legally regarded as spent;
- Are an undischarged bankrupt;
- Have made compositions with your creditors and have not been discharged;
- Have at any time been removed by the Commissioners or by the Court of England, Wales or Scotland from being a trustee because of misconduct;
- Are disqualified from being a company director;
- Have failed to make payments under the county court administrators' orders;
- Are employed by the Union or its subsidiary companies during your term of office.

External Trustee, Next Steps:

- Complete and return the application form
- Attend the interview (the interview panel will consist of the Chair of the Board of Trustees, the current President of the Students' Union and the Chief Executive Officer)

The interview panel will recommend all suitable applicants to the University of Suffolk Student Council for discussion. All details of all recommended applicants that go to Student Council are anonymous.

You may contact the following people about the role:

Georgia Downs, SU President

Georgia is the elected President of the Union and Student Trustee on the Board. She will be a useful source of information if you have any queries about the Union from an elected officer's and student perspective.

Email: su.president@uos.ac.uk | **Telephone:** 01473 338155

Jen Mackness, Chair of the Board of Trustees

Jen is an External Trustee and the current Chair of the Board of Trustees. Jen can be approached for advice and details on the role of being a Trustee and the support that External Trustees offer to student trustees. Please contact the CEO for the Chair's Contact details.

Sarah Tattersall, Chief Executive of the Students' Union

The Chief Executive manages the Union's staff and consequently all the Union's activities and services. The Chief Executive reports to the Board of Trustees who oversees their management and activities.

Email: sarah.tattersall@uos.ac.uk | **Telephone:** 01473 338155