

UNIVERSITY OF SUFFOLK STUDENTS' UNION STUDENT TRUSTEE PACK



CHANGE
THE WORLD
BY BEING
YOURSELF

UNIVERSITY OF SUFFOLK
STUDENTS' UNION

SU

WELCOME

Thank you for taking the time to find out more information about being a Student Trustee at the University of Suffolk Students' Union (The SU).

The SU is an autonomous, student lead organisation. We are a charity, led politically by a team of elected student officers, and overseen by our Board of Trustees, both including our two full-time Presidents. Representation is at the core of what we do, and the process by which we seek to improve your student experience. We offer a range of services to do this (currently sports, societies, freshers, events and advice).



The SU is largely funded by a grant from the University in addition to some marketing income and external funding. Our website www.uosunion.org will tell you lots more about us.

The SU has 10 career staff (including our Presidents) and several part-time student staff. We are currently planning our post-COVID strategy and the new student trustee will be key to setting the aims of our organisation for the next two years.

WHAT IS A TRUSTEE?

University of Suffolk SU is a charity, and therefore has a governing body called the Board of Trustees.

Being a Trustee is an incredibly rewarding experience, but also one which comes with significant responsibility. Trustees are expected to be aware of and act in accordance with charity law. Holding office as a Trustee gives you responsibility for ensuring the Students' Union's actions are lawful and purposefully and financially sound.

OUR BOARD OF TRUSTEES

The Board of Trustees have ultimate responsibility for the University of Suffolk Students' Union management, administration, governance, budget and strategy.

There are four Students on the Board, two Student Trustees and the two Presidents. There are also four External Trustees (people external to the organisation, approved by Student Council who use their skills and experience to benefit the SU). The two student and four external trustees are volunteers, although reasonable expenses (for travel and childcare) are payable.

The SU CEO is Secretary to the Trustee Board. Other members of SU staff may attend from time to time.

WHAT DO STUDENT TRUSTEES ACTUALLY DO?



Attend four Board meetings per year at the University, usually in September, February, May and July, plus a training day at the start of your term of office and one development day each year. Meetings will be in Ipswich (or online), but the role is open to all students, and we can help with covering travel costs or arranging online participation where needed. At these meetings, and with the rest of the Trustee Board, they make sure that the SU:

- is well run and efficient
- remains true to its mission, vision and values;
- complies with its governing documents and all relevant legislation and regulations;
- remains financially secure, spending its funds in accordance with its charitable aims;
- does not put its financial stability, members or reputation at undue risk

Serve a term of two years. This may finish earlier if you complete or terminate your studies.

WHAT WILL I GET OUT OF BEING A STUDENT TRUSTEE?

Being a trustee is a fantastic experience, where you can develop a range of new skills, gain some valuable experience for your future career and make a positive difference to the lives of your fellow students. Specifically, you'll:

- Gain knowledge in areas such as charity law, commercial processes and organisational governance
- Develop your decision making, organisation, team-work and speaking skills.
- You'll gain experience in helping develop the strategy for a charity that serves almost 9,000 students, a really valuable experience to have at the start of your career.
- Suffolk Students' Union serves thousands of students, representing their academic interests, providing social and commercial space and providing support and advice. By being a student trustee, you can play a leading role in ensuring the Union is doing all of this to the best of its ability.



“Being a student trustee for the Student's Union has given me extended experience in a formal meeting setting and in asking difficult questions in order to hold the Union to account so we can all move forward with a clear direction of what we want the SU to achieve. My two years as student trustee really gave me confidence in speaking out for what I believed in which ultimately pushed me to run for President of Education.”

Alex Gooch, President Education & Trustee

WHAT DO I NEED TO BE A GOOD STUDENT TRUSTEE?

- You are **committed** to making your SU the best it can be, by preparing for and attending meetings.
- You have a **range of experience** you are willing to draw on (not necessarily career related, this can include work, study, voluntary, sports, family etc. It all counts.)
- You can **contribute** ideas and suggestions, lots of questions. You'll say when you don't understand.
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- You're making good progress in your academic studies at The University of Suffolk.
- You will **be a critical friend**, asking us to prove ourselves and telling us what needs improvement. You will also tell us when we've done well.
- You are **honest, open and positive** - this is your student experience. We will work with you to shape it for the better.



THE STUDENTS' UNION GOVERNANCE STRUCTURE

Trustee Board:

Four external trustees and
four student trustees have
legal and financial oversight of
the SU



AGM: Open to all students, AGM is a place where you can hear about what has been going on behind the scenes and vote on motions.

Student Council meetings are where
your elected officers attend and represent the student body.



Student Officer Committee

Represent the student body and are responsible
for the day to day running of the Student's Union.

President
Education

President
Activities and Wellbeing



School
Officers

Campus
Officers

Liberation
Officers

Elected representatives that represent
groups of people within the student body.



Course Reps

The **Activities committee**
is made up of a signatory role from
each society/sport committee.

ELIGIBILITY

To apply, you need to be a current student at the University of Suffolk. You don't need to know everything - training, development and support from experienced trustees will be in place as you begin your role.

Potential Trustees go through three stages:

- **Application form:** Please apply using this link: <https://form.jotform.com/210224131542337>
- **Interviews:** The closing date is 31st July and interviews will be held online during early August.
- **Recommendation and Approval:** The Appointments Panel will recommend potential Student Trustees to the Board of Trustees and Student Council for approval. If there are more suitable candidates than places available, this may be put to a vote.

Questions?

Get in touch with Bradley Allsop, our Student Representation Coordinator, on su.democracy@uos.ac.uk

www.uosunion.org
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