



# Student Trustee

**Recruitment Pack**

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# Introduction to our **Trustee Board** and Governance Structure

## Board Responsibilities

The Board are the ultimate decision-making body and have oversight of business planning for the core team and a responsibility to review performance outcomes of the organisation on a quarterly basis.

The Board are responsible for setting the strategy of the organisation and ensuring that the Chief Executive Officer achieves identified operational outcomes. The Board are also responsible for facilitating their own good practice which promotes transparent Board decision making and positive and inclusive behaviours within Board meetings.

The Board of Trustees has ultimate responsibility for the financial matters and financial procedures of UCLan Students' Union. It must accept ultimate responsibility for giving firm strategic direction to the Union, and ensuring that it is solvent, well-governed, and delivering the objectives for which it has been set up

## **Student Trustees**

Non-elected positions that are open to students whilst they are still registered with UCLan. Recruitment is via a formal interview and selection process.

## **Officer Trustees**

Elected by the Students' Union members to make up the Officer Team, one of which is the President, who also serves as the Chair of the Board.

## **External Trustees**

Non-elected positions appointed to provide specific professional experience via an open recruitment process overseen by the Nominations Committee.

Trustees are also the **Company Directors** of the Students' Union, as we are a company limited by guarantee for the purposes of company law.

The External Trustees on our Board help to provide continuity and expertise to our beneficiary-led board, and they ensure our students are **empowered** to challenge and shape their organisation.

We wish to appoint up to **4 new Student Trustees** to join our Trustee Board to help us to ensure that the Board understands issues from a student perspective.

## **Our Staff Team**

We are fortunate to employ over 35 full time staff and we also employ part-time student staff across our organisation. We recognise the importance of ensuring our staff are well developed and supported. We aim to be an employer of choice within the voluntary sector and we want to learn from the best out there. We place a great deal of emphasis on Equity, Diversity and Inclusion and want our staff team to reflect the diverse community we serve.



# Key Responsibilities & Duties of a Trustee

The SU is a charity and therefore has to abide by its charitable aim which is directed and supported by the Board of Trustees:

“To advance the education of the students at The University of Central Lancashire for the benefit of the public by: Promoting the interests of the student by representation, support, independent advice and providing social and recreational activities.”

## The SU fulfils this aim by:

- Promoting the interests and welfare of students at the university during their course of study and representing, supporting and advising students
- Being the recognised representative channel between the university and any other external bodies
- Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students

## Trustees have a responsibility for:

### Directing the affairs of the SU

Ensuring that the charity adheres to charity law and other relevant legislation

The SU's governing document and the principles defined in The Charity Governance Code

Ensuring that the SU is legal, solvent, well-run, and delivering its charitable objectives

Always acting in the SU's best interests and abiding by its code of conduct

# What we expect from you

## You should be:

- A current student at the University of Central Lancashire
- Passionate about the values of the Union as a democratic, participative, student-led organisation
- Aware of the issues affecting students at our Uni
- Able to challenge the status quo, test perceived wisdom and question authority
- Able to work effectively as part of a team and make informed decisions
- Passionate about community and anti-racism

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## Desired Experience

- Worked in a leadership or governance role through work or volunteering
- Knowledge of charities and trusteeship, or scrutiny overview
- Understanding of Students' Unions, Universities and the Higher Education sector.

## Time Commitments

- Approximately 5-7 hours per month as a Student Trustee, which includes a monthly 3 hour long Board meeting, usually held 4pm-7pm. These will typically be held in person in the Students' Union building.
- Reading materials before each meeting.
- Attend two development day per year with the other Trustees.
- Have the opportunity to attend training and networking events, build relationships with other Trustees and take an interest in the Union's activities.

# Benefits of becoming a Trustee



## Contributing to a Great Cause

You'll ensure that not only is the SU sustainable but that it prioritises its missions & values.

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## Strategic Experience

You'll gain strategic experience that would normally take decades to get.

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## Professional Networks

You'll build a professional network with Officers, External Trustees and SU staff.

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## Developing Skills

You'll get a clearer understanding of your strengths while developing new skills.

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## Team Working

You'll get experience collaborating with a team and learn to constructively challenge ideas.



# Hear from a previous Student Trustee

“My time as a Student Trustee at UCLan SU was one of the most impactful experiences of my academic journey. The Student Trustee role not only pushed me beyond the typical student experience, but also equipped me in the union’s strategic planning, budget allocations, and policy development.

This role sharpened my critical thinking and analytical skills, particularly when solving complex issues. The trust that was placed in me to represent my peers instilled a deep sense of responsibility, and the experience opened up various networking opportunities.

All in all, it was an invaluable opportunity to influence change and develop skills that will benefit me throughout my career.”

**-Syed Abdul Manan, Student Trustee 2023/24**



# Conflicts of Interest

Board member interests Under the provisions of the Companies Act 2006, as a Trustee of UCLan Students' Union, there are two different types of conflict of interest that you will need to declare to the company:

## Situational Conflicts

Upon accepting your appointment as a Trustee, you should inform the Company Secretary of anything, or any connection you have, which could distract you promoting the success of the Students' Union.

Although there is nothing to stop you from holding multiple trusteeships or engaging in business that competes with UCLan Students' Union, any situation where there is a degree of conflict has to be declared. As a Trustee of the company it would be your duty to act in the sole interest of UCLan Students' Union.

Once any potential interests have been declared, they will be put to the other Trustees, who have the power to authorise them. You will have to update the Company Secretary of any changes to your situational interests throughout your time as a Trustee.

## Transactional Conflicts

A transactional conflict arises where as a Trustee, you or a 'connected person' (for example a family member), has an interest in a proposed or existing transaction or arrangement with UCLan Students' Union. If you realise that you are directly or indirectly interested in a proposed transaction or arrangement with the company, you must declare the nature and extent of that interest to the other Trustees.

This should be done via the Company Secretary. Any declarations should be made as soon as practicable, ideally before or at the start of any Board meeting where the item is being discussed. If you have made a declaration, the default position is for you not to be counted as participating in the decision-making process for quorum or voting purposes during consideration of the matter. However, non-interested Trustees can authorise some conflicts and in these instances they may agree for you to take part.

# Legal Information

The Union is a Registered Charity No. 1142616 and a Company No. 7623917. You can find formal information about us online at the Charity Commission website.

You will be insured so that if something goes wrong you should not be liable. As a Board member you will be a 'company law member' of the Union and if the Union were to become insolvent your liability will be limited.

The Union requires that Trustees declare potential conflicts of interest before appointment so if you work for an organisation that competes with the Union or has a relationship with the UCLan, NUS or Union you should declare this conflict. It doesn't mean you can't be a Trustee.

The role of a Trustee is an important one and there are some legal requirements you must meet in order to be eligible for the role. When you are appointed to the role you will be required to sign a declaration confirming that you meet the following criteria.

## **You need to be:**

- Over the age of 18 years and have not been convicted of any offence involving dishonesty or deception.
- Have not, within the last 5 years, been convicted of a crime and sentenced to imprisonment.
- Have never been disqualified from being a company director. Have not previously been removed from the Office of Charity Trustee on the grounds of misconduct or mismanagement.
- Have never been bankrupt nor made a composition with creditors (if you have been discharged of bankruptcy please specify how in your application).

# How to Apply



# We are recruiting

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# Student Trustees

10 with 2 spots being reserved for first year students

Send us: An up-to-date CV which shows your full career history – include both paid and voluntary roles (2 pages max)

And: Either a 1 page document **OR** a 2-3 min video **OR** a 5 slide PowerPoint answering these 3 questions:

- Why do you want to be a Trustee?
- How could you support us in current issues that students are facing?
- What are you going to bring to the Board?

Submit your application to [sinformation@uclan.ac.uk](mailto:sinformation@uclan.ac.uk)

Closing date for applications:  
**16th October - 5pm**

Interviews will be held the week commencing:  
**21st October (online)**

As the Union strives to make the Board a diverse body that reflects the wider membership, the Union particularly welcomes applications from students from ethnic minorities or have demonstrable experience improving the experience of people in ethnic minorities.



# Need help applying?

## Step 1

We recommend booking an appointment with the UCLan Careers Team to support you with a range of areas from CV checks and cover letter support. If you progress to the interview stage, you may also benefit from a mock interview and/or support with virtual interview technique

## Step 2

If you would like more information about this role, please contact the CEO Stef Hartley  
[SHartley11@uclan.ac.uk](mailto:SHartley11@uclan.ac.uk)

## Step 3

More detailed information on what the role of a Trustee is can be found here:  
[CharityCommission.org.uk](http://CharityCommission.org.uk)  
OR  
[nvco.org.uk](http://nvco.org.uk)