

➤ Student Trustee

UCLan Students' Union Board of Trustees

Reports to:	Chair of the Board
Pay band and salary range:	Voluntary Position (unpaid)
Term in Role:	Up to 3 years

Role summary:

Trustees direct the affairs of the Union, ensuring that it is legal, solvent and delivering its charitable objectives. They also ensure we remain focused on our strategy.

Student Trustees ensure that we understand relevant issues from the perspective of current students and that the Board makes decisions in the best interest of students.

Candidates will need some knowledge of the way charities are governed as well as the willingness and capacity to learn about the work of the Students' Union and developments in the Higher Education sector.

As a Student Trustee, it is essential you have the capacity to attend Board meetings, read papers and contribute to Board meetings.

Key Duties and Responsibilities:

General Responsibilities of Student Trustees

- Directing the affairs of the Union.
- Ensuring that the Union is working towards its strategy and pushing the leadership team to carry out objectives within it.
- Ensuring that it is legal, solvent, well-run, and delivering its charitable objectives.

- Ensuring that the charity adheres to charity law and other relevant legislation.
- Always acting in the Students' Union's best interests and abiding by the Students' Union code of conduct.
- Maintaining the Union's governing document and the principles defined in The Charity Governance Code charitygovernancecode.org/en
- Attending Board meetings.

Financial Responsibilities of Trustees

- Ensuring that the Union is in a good financial position and is sustainable.
- Ensuring that the Union uses its resource to benefit UCLan students.

Person Specification:

List of the knowledge, skills, experience, and qualifications required for the role and whether these are essential or desirable for the role.

Experience	Essential	Desirable
Currently UCLan student	✓	
Currently a first year UCLan student		✓
Experience of contributing to meetings		✓
Experience of working in a team	✓	
Knowledge and Skills	Essential	Desirable
Understand the difference between strategic and operational involvement.	✓	
An understanding of the role and responsibility of a Trustee.	✓	
An understanding of charity law and its implications for Trustees.		✓
Be inquisitive and able to analyse and challenge information.	✓	

Knowledge of current trends impacting students in higher education.		✓
Knowledge of students' union (or similar) governance and democratic processes.	✓	
Qualities	Essential	Desirable
Committed to the Mission, Vision, and Values of the Students' Union.	✓	
Be able to maintain confidentiality.	✓	
An understanding and strong commitment to the principles of equity, diversity, and inclusion. With a willingness to continually learn and develop in this space.	✓	
Be able to plan your priorities to fulfil the time commitment of the role.	✓	
Ready to contribute to meetings.	✓	
Able to meet problems with solutions.	✓	
Strong attention to detail.	✓	
Able to actively listen to different views and aim to come to consensus.	✓	