

The background of the entire page is a photograph of a young woman with dark hair, smiling warmly. She is sitting at a desk in what appears to be a meeting or office environment. To her left, the back of another person's head with long blonde hair is visible. In the background, there are office chairs and a poster on the wall that says "GO FURTHER". The image has a blue and purple color overlay.

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**ROYAL
HOLLOWAY
STUDENTS'
UNION**

**WE'RE HERE TO MAKE STUDENT LIFE
BETTER AT ROYAL HOLLOWAY**

**RECRUITMENT PACK:
STUDENT TRUSTEE**

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Welcome.

Royal Holloway Students' Union exists for one simple reason: to make student life better at Royal Holloway. As a registered charity with a turnover of approximately £6m, we employ around 50 permanent staff and over 400 student staff, delivering a range of services from bars, shops, an advice centre, sports clubs, societies, media outlets, and supporting academic reps and campaigners.

Role details

The organisation is ultimately accountable to a Board of Trustees, who oversee the strategic direction, and financial, legal and reputational viability of the charity.

The Board of Trustees is made up of:

- Four elected sabbatical officers
- Three student trustees (recruited from the student body)
- Five external trustees (individuals from outside of Royal Holloway, appointed on the basis of their expertise and experience)

This voluntary role will give you a valuable insight into the workings of a charitable organisation along with significant influence on decisions being made by the Students' Union. You will get the chance to discuss, debate and decide on the strategic direction of the organisation and its plans for the future while ensuring it is always acting in the interests of students.



It is an unbelievable opportunity to not only witness but experience the inner workings of a charity, from financial matters to governance structures.

You must be a registered student for the forthcoming year to apply for this role while you will be required to commit to one day of induction on Wednesday 28 June and at least five Board of Trustee meetings throughout the academic year, including Thursday 29 June 2023 from 3pm-5pm, throughout the academic year.

Key information.

Position: Student Trustee

Start date: 29 June 2023 until end of academic term (June 2024)

Hours of work: Four Board of Trustees meetings throughout the academic year

Contract: Voluntary, unpaid

Induction: All day Wednesday 28 June 2023 & 3pm-5pm Thursday 29 June 2023, compulsory

Essential duties.

The Charity Commission sets out responsibilities of Trustees as including the following:

- Ensuring that the charity is carrying out its purposes for the public benefit (this includes, but is not limited to, understanding the charity's purpose as set out in the governing document and being able to explain how charitable activities help meet these purposes).
- Comply with charity's governing document and law (this includes, but is not limited to, complying with charity law requirements and any other laws that apply to the charity).
- Act in the charity's best interests (this includes, but is not limited to, making balanced and adequately informed decisions, thinking about both the long and short term).
- Manage the charity's resources responsibly (this includes, but is not limited to, making sure the charity's assets are only used to support or carry out its purposes and not taking inappropriate risks with the charity's assets or reputation).
- Act with reasonable care and skill (this includes, but is not limited to, giving enough time, thought and energy to their role, for example by preparing for, attending and actively participating in all Trustee meetings).
- Ensure the charity is accountable (this includes, but is not limited to, being able to demonstrate that the charity is complying with law and is well run and effective).
- Making decisions as a Trustee Board (this includes, but is not limited to, acting within the powers of the Board and dealing with conflicts of interest).



Other duties may include.

- Reviewing the organisation's strategy, and monitoring the progress of the strategy in line with the organisation's aims and KPIs.
- Contributing to and signing off the organisation's budget with the view to ensure the financial stability and sustainability.
- Consider appropriate strategic investments to further the aims of the organisation in order to work towards the charitable purpose.

How to apply

Applications must be submitted via email to Suzy Stevenson, Chief Executive Officer: **suzy.stevenson@su.rhul.ac.uk**. You should include:

1. A recent CV
2. A cover letter which should set out why you want the role and what skills and experience you can bring to the role.

Applications should be submitted by 23:59 on Wednesday 31 May 2023.

Interviews will be conducted virtually between 1-12 June 2023.