

RECRUITMENT PACK:

**STUDENT
TRUSTEE.**

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 450 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 the 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 at least one day of induction between 28 June and 9 July and at least four Board of Trustee meetings throughout the academic year.

>> KEY INFORMATION:

Position: Student Trustee

Start date: 12 July 2021 until end of academic term (June 2022)

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

Contract: Voluntary, unpaid

Induction: One day between 28 June and 9 July 2021, 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

ROLE DETAILS.

is not limited to, making balanced and adequately informed decisions, thinking about the long term as well as the 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 trustees' 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 our online portal (su.rhul.ac.uk/workwithus). You'll be asked to upload:

- 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 midnight on Sunday 30 May 2021.

Interviews will be conducted virtually on Wednesday 9 June 2021.



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