



Application Pack

# Student Trustee

June 2020

**CHESTER STUDENTS' UNION**

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# 1. Foreword

Chester is absolutely the best place to be a student! As elected officers, we are really privileged to have the opportunity to serve the 19,000 people who study here. This year, students voted us one the best unions in the UK, awarding us a Top Ten spot in the *WhatUni Choice Awards 2019* and shortlisted for 'Students' Union of the Year' in the *Educate North Awards*.

We exist to lead, support and champion our students at every stage of their journey. We represent the student voice, deliver quality advice services, and support over 70 student-led societies, providing students with opportunities to build inclusive communities across our campuses. These areas of work are co-ordinated and resourced by 12 members of staff and five sabbatical officers. We've built a fantastic relationship with the University of Chester which has helped us to navigate critical challenges and witnessed new opportunities emerge. For example, we have agreed a new mutually beneficial arrangement for commercial services and partnered together to establish a new Athletics Union that will improve the experience for students involved with sports. We are now beginning to develop our new strategy for the next three years which is an amazing time looking at the future of CSU.

This is a great opportunity to join our Trustee Board that includes us as officers, along with our independent trustees. We'd really love to hear from you.

Sincerely,

**Rio, Jack, Eleanor, Melanie and Courteney**

Sabbatical Officers



## 2. Overview

Please note this is a voluntary position within Chester Students' Union

Chester Students' Union are looking for students at the University of Chester to sit on their Board of Trustees. These students must be available to attend the dates of the meetings during 2020/21 which are yet to be set. These are likely to be held on Tuesdays and will be at the end of October, January, April, July. There will also be two newly formed sub-committees, one of which you will be required to sit on that meet up to four times a year.

### What is the Board of Trustees?

The Board of Trustees is the group of people with ultimate responsibility for everything that the Students' Union does. It is responsible for the governance and financial and strategic management of the Students' Union.

In particular, the Board of Trustees has the following three roles:

- **To make sure that everything we do benefits the students at the University of Chester.**

As the Students' Union is a registered charity with set aims and objectives, we are required to ensure that everything we do benefits the students at the University of Chester. As well as monitoring what the Students' Union is doing now, the Trustee Board approves our strategic plan, ensuring that we will continue to benefit future cohorts of Chester students.

- **To ensure that the Students' Union remains financially solvent.**

If the Students' Union is to carry on benefiting students, it must have the money both in the short and long term to do this. For example, the Trustees have to approve all significant items of expenditure and the annual budget.

- **To ensure that the Students' Union doesn't break any laws or regulations relating to the work that we carry out.**

As the Students' Union offers so many services to our members, there are many laws and regulations that we have to follow. If the Students' Union were found to have broken any of these, it is the Trustees who would be ultimately responsible and could potentially face legal action.



## Who makes up the Board of Trustees?

All decisions by the Trustee Board are taken by all the Trustees, acting collectively and as a team. All Trustees have an equal responsibility for the oversight of the Students' Union. The Trustees of Chester Students' Union fall under three categories. Each of the Trustees has their own experiences which, collectively, help ensure that the Board of Trustees can carry out its roles.

### **Chester Students' Union Board of Trustees is comprised of the following three groups:**

- Officer Trustees – these are Chester Students' Union's Elected Officers (President and 3 Vice-Presidents), and as well as being Full-Time Officers they are also members of the board.
- Student Trustees – CSU will have up to three appointed student trustees, appointed by an application and interview process. The student trustees help provide the perspective of students not involved with the day-to-day running of Chester Students' Union.
- External Trustees – Chester Students' Union may also appoint up to four people who are not University of Chester students to act as Trustees. They are appointed to bring professional skills



# 3. Role Description

## Chester Students' Union: *Student Trustee*

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### Role Summary

- To contribute to the collective responsibility for the overall governance and strategic direction of Chester Students' Union.
- To enhance the student voice and provide a student perspective on the Chester Students' Union's Board of Trustees.
- To provide and represent the student voice and perspective to the Trustee Board.

### General Responsibilities (All Trustees)

- To ensure that Chester Students' Union complies with all legal and regulatory requirements, including its Governing Documents, Charity Law, and any other relevant legislation or regulations.
- To be responsible, along with the other Trustees, for monitoring and evaluating the performance of Chester Students' Union, using any specific skills, knowledge or experience to reach an informed decision.
- To ensure that Chester Students' Union uses its resources exclusively in the pursuance of its own objects.
- To work in partnership with the other trustees, the Chief Executive, senior staff and students (in an organised or individual capacity) to ensure that Chester Students' Union has a clear strategic direction, vision and mission that meets the needs of its members.
- To be an ambassador for Chester Students' Union in safeguarding its reputation and values
- To ensure effective and efficient administration of Chester Students' Union.
- To protect and manage the property of Chester Students' Union and to ensure the proper investment of Chester Students' Union funds.
- To agree any delegated authority and ensure such delegated authority is expressed clearly and openly.
- To act with integrity and avoid or declare any conflict of interest.

Support in the role will be provided by the Chair of the Board.



## 4. Person Specification

### Chester Students' Union: *Student Trustee*

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*All applicants must be available from 3PM onwards every time the Trustee Board meets. This is typically four afternoons a year for the main Trustee Board and up to a further four meetings per year for sub-committees.*

#### Experience and Background

##### *Essential*

- A current student of the University of Chester with at least one academic year left to complete following year of appointment.

##### *Desirable*

- Evidence of successfully working in a leadership or governance role (through work or voluntary experience).

#### Knowledge:

##### *Essential*

- A good understanding of the issues affecting students at the University of Chester.
- Awareness of issues affecting students in Higher Education.
- Understanding of the unique relationship between a Students' Union and its Partner Institution (University).

##### *Desirable*

- An awareness of the effective governance of organisations (public, private or voluntary sector).
- An understanding of relevant legislation and statutory requirements, including charity law, employment law and health and safety law.

#### Skills and Abilities

##### *Essential*

- The ability to speak up, question authority and help make informed decisions.
- The ability to think strategically and handle competing priorities.
- Strong communication skills with the ability to relate and communicate effectively with people at all level



## 5. How to Apply

To apply: Please submit a short statement of up to 600 words of why you would like to be a student trustee for Chester Students' Union. You may wish to reference the role description and your interaction to date with the organisation. Please email this to Jack Appleby, Chair of the Board at [SUWarrington@chester.ac.uk](mailto:SUWarrington@chester.ac.uk)

Deadline for applications: **Monday 15 June 2020 at 9am**

Interviews (these will be done remotely): **Thursday 18 June and Friday 19 June 2020.**

For successful applicants you will be invited to your first Trustee training session (delivered remotely): **Friday 26<sup>th</sup> June 10.30am – 11.30am**

Should you wish to speak to the Jack Appleby in advance of applying then please contact [SUWarrington@chester.ac.uk](mailto:SUWarrington@chester.ac.uk)

Disabled applicants are invited to contact us in confidence at any point during the recruitment process to discuss steps that could be taken to overcome operational difficulties presented by the role, or if any adjustments or support are required regarding the recruitment process.

Chester Student's Union is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

### Equality and Diversity Monitoring

To ensure that our equality and diversity policy is operating effectively, and to identify groups that may be under-represented or disadvantaged in our organisation, we would ask you to complete our equality and diversity monitoring form below as part of this process.

This can be completed online here

<https://www.surveymonkey.co.uk/r/CSUDiversityMonitoringForm>

