



Exturnal Trustee

April 2021

## Section One – Governance

Welcome and thank you for your interest in becoming a trustee of the Students' Union.

This section aims to provide information regarding how the Students' Union works and how the current governance and resources are managed.

### 1.1 The Students' Union

The University of Salford Students' Union (USSU) is the independent representative body of students at the University. The Students' Union is a registered charity.

Our new trustee will join us at a period when our core vision to “confront and overcome the barriers to learning” has never been more important.

#### Our vision and mission:

**Our Vision (what we want to be):** We will confront and overcome the barriers to learning to ensure all Salford students are unstoppable

**Our Mission (why do we exist):** We empower students to make change and succeed.

#### Our culture:

The best thing about USSU is our culture. As we grow, we want to have a culture that we are proud to share with anyone who meets the Students' Union and want you to help us shape it.

We currently hold five core values closely, which define and manage the way we work. They are reflected in everything we do and every interaction we have.

We are:

**Student Powered:** We are focused on the needs of our members

**Change Makers:** We are creative, progressive and kind

**Straight-Forward:** We are open, candid and proactive

**Effective:** We are professional and collaborative

**Inclusive:** Equity is at the heart of everything we do

The Union's Strategic Plan makes five key promises to students

- We will offer something for every student
- We will make the changes students want to see within three years
- We will nurture students personal & professional development
- We will help students to be happy and healthy at university
- We will be an outstanding organisation focused on students

## **1.2 Governance**

The Union's work is determined by its members, through the annual election of a team of student representatives who make up most of the Union's Trustee Board. The membership of the Trustee Board is as follows:

- Five Officer Trustees: 1 x President, 4 x Students' Union Officers each of whom is responsible for one of the University's four academic Schools
- Four Student Trustees: appointed by the Union Council
- Four External (non-student) Trustees: appointed by the Board of Trustees

The Trustees determine policy for all areas of Union activity. The Officer Trustees are full time, paid, officers of the Union, and work for a year either during or at the end of their degree course, to represent students on a full-time basis.

The Officer Trustees work alongside the permanent staff to implement and carry out the strategy and policies set by the Trustee Board. The permanent staff team is managed by the Chief Executive, who is directly accountable to the Trustee Board for the Union's performance.

## **1.3 Finance & resources**

The Union receives an annual grant from the University to fund its activities and has an annual turnover of £1.8m. The grant and the surpluses generated from the commercial operations enables the Union to spend fund the direct provision of student representation, recreation and development activities.

35 people make up the permanent staff team and approximately 30 student casual staff members are employed on a seasonal basis.

## **1.4 Student services**

The Union is involved in a wide range of activities. Our core purpose is to represent students, deliver projects and activities which enhance the student experience and remove barriers to their education. The Union organises campaigns on issues of concern to the generality of students, administers the work of over 110 different student sport/activity groups, trains and develops over 500 student representatives and operates a Student Advice Centre.

The Union's commercial activities and interests include a food-led licensed venue and events throughout the year.

## Section Two – Role Description

The Union is charitable company, having incorporated in August 2020.

You can read our constitution at:

<https://www.salfordstudents.com/about/governance/constitution>

The role of trustee involves the following:

### **a) Key responsibilities**

1. To ensure the Union has a clear vision, mission and strategic direction and is focused on achieving these
2. To be responsible for the performance of the Union
3. To ensure the Union complies with all legal and regulatory requirements
4. To act as guardians of the Union's assets, both tangible and intangible, taking due care over their security, deployment and proper application
5. To ensure that the Union's governance is of the highest standard
6. To ensure that the Union complies with Charity law and ensure that the Union prepares reports on what it has achieved and completed and returns its annual accounts
7. To ensure that the Union does not breach any requirements of rules set out in its governing document and that it remains true to its charitable purposes and objects
8. To act with integrity and avoid personal conflict of interest or misuse of charity funds or assets

### **b) Skills and experience**

The core skills expected of all trustees are:

1. Commitment to the Students' Union and its values
2. Willingness and ability to devote the necessary time and effort to fulfil the role
3. The ability to have strategic vision and oversight
4. Ability to exercise and take decisions with independent care and judgement
5. Ability to think creatively
6. Willingness to speak their mind
7. Understanding and acceptance of the legal duties, responsibilities and liabilities of a trusteeship
8. Ability to work as part of a team
9. A commitment to displaying Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

There is further guidance which explains the key duties of all trustees of charities in England and Wales, and what trustees need to do to carry out these duties competently on the charity commission website at <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

### **c) Expertise required at this time**

We currently have two vacancies.

For one of the roles, we are particularly interested in applicants with experience in HR and/or Equality, Diversity and Inclusion.

For our other role we would benefit from at least one of the follow skills:

- Finance
- Actuary
- Governance
- Advocacy / Lobbying
- Legal

We are open to supporting first time Trustees and deliver a yearly Trustee training.

**d) Period of office**

One trustee will be to June 30<sup>th</sup> 2023 and one to June 30<sup>th</sup> 2025. At the end of this period an external trustee may be re-appointed for an additional term of four years.

**e) Expenses**

Reasonable, legitimate expenses will be reimbursed following the appropriate financial procedures

**f) Training**

Successful candidate will be invited to take part an induction exercise for Trustee Boards members as well as be given the opportunity to learn more about the Students' Union

**g) Time commitment**

The expected commitment required from Trustee is preparation for and attendance at four virtual meetings of the Trustee Board each year. A fifth meeting is held to coincide with an away day on the last Wednesday in June in the Manchester/Salford City Centre.

There are also two committees of the Board, "HR and Governance" and "Resources, Audit and Risk" which meet virtually five times a year. Trustees with the right skills would be asked to sit on one of these committees or serve as Deputy chair of the Board.