

Arts Students' Union

Trustee Role Summary

The Board of Trustees have ultimate legal responsibility for the work of the organisation. This includes developing its strategy, monitoring its progress and engaging with its membership to ensure that it is led by the needs of students as well as ensuring legal and financial compliance.

The Board is a collective and we seek to appoint and develop a team working together rather a group of people working independently.

Values needed to be a Trustee

The Union is a value led organisation and we want Trustees with the following principles:

- A desire to help Students improve their University experience and give them opportunities to lead activities within their Union.
- A desire to act, taking an active role in board meetings and between formal Board sessions including, but not limited to engagement in committees, forums and working groups.
- Those with a passion for education, including their own learning needs. Trustees should be keen to enhance their own skills and engage in development opportunities.
- A strong sense of integrity and transparency, owning the decisions they make and willing to explain them to the beneficiaries of the Charity.
- A commitment to the collective decision-making principles of the Board and accepting the decisions of that body.
- A dedication to diversity is a core value and a desire to work towards equality/equity throughout our programmes and ways of working.

Skills required to be a Trustee

While Trustees are expected to have personal responsibility and act to their best ability, it is the board as a whole which makes decisions. The following skills are expected from the Board as whole.

- The ability to challenge the status quo, test perceived wisdom and question authority
- A good understanding of Higher Education issues
- A commitment to leadership and the ability to make decisions
- Sound judgement and the ability to think strategically, handle competing priorities and make informed decisions
- Able to work effectively in a team and work with people outside their immediate peer group
- An ability to critique the charity's policies and procedures and ensure any issues or concerns are addressed
- Excellent communication skills
- An awareness of the effective governance of organisations

The board regularly reviews its current skills and knowledge and recruits new members or trains existing trustees to meet skills gaps.

We are currently looking for applicants with the following skills and backgrounds

- Finance
- HR / EDI
- Experience operating in the arts, media and entertainment sectors.

We have provided a Person Specification at the end of this document that details the skills and experiences we are seeking in more detail.

Support

- Trustees will receive induction support from the Chair, Board Secretary & Chief Executive Officer.
- Ongoing Trustee Development will be guided by trustee skill reviews ensuring that it is relevant to individuals.

- Trustees will be reimbursed for reasonable travel expenses.

Trustee Responsibilities

Trustees are responsible for

- Ensuring the organisation is focused on its charitable objects.
- Ensuring the organisation is financially viable, balancing income and expenditure and considering the long term resourcing needs of the Charity alongside requirements to support shorter term projects.
- Supporting the staff team of the Charity through scrutiny and guidance of senior management, principally through the appraisal and direction of the Chief Executive Officer but also through putting in place appropriate training and development measures for staff.
- Making sure good governance principles are followed and that the Charity's constitution and rules are followed and, where needed, reviewed and enhanced.
- Ensuring the organisation meets all legal obligations and that policies and procedures are regularly reviewed and scrutinised to keep up to date with legislation including, but not exclusive to, charity law and HR regulation.
- A specific consideration of Safeguarding principles and practice.
- Making themselves accountable and transparent to the beneficiaries, a role led by the Officer Trustees but that all members of the board should be prepared to respond to.
- Ensuring that board members, as a group and individually, are working in the best interests of the charity as a whole.

About the Students' Union

University of the Arts Students' Union is a Charitable Company Limited by Guarantee which is regulated by the Charity Commission and Companies House in the United Kingdom, Company No.: 7719030; Registered Charity: 1143161

The objects of the Union are the advancement of education of Students at University of the Arts London for the public benefit by:

- promoting the interests and welfare of Students at University of the Arts London during their course of study and representing, supporting and advising Students;
- being the recognised representative channel between Students and University of the Arts London and any other external bodies; and
- providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its Students.

The Board

The Board is designed to bring together different types of Trustees with a range of skills and experiences that combine to create a high performance. The types of Trustees are

- Officer Trustees – elected to be representatives of student life within the University and bringing this expertise to the SU Board.
- Student Trustees – elected to share the lived experience of students on the board
- Lay Trustees – appointed to bring external perspectives as well as experiences and expertise from outside the Students' Union

Role logistics and commitments

- Trustees will be expected to attend each of the 5 Board meetings (about 2.5hrs each typically scheduled at 4pm to 6:30pm), one whole day strategy meeting, 2 socials (after the June and November Boards) and up to four subcommittees (approx. 2hours each) or working groups to which they are assigned. Efforts will be made to schedule meetings around Trustee availability and meeting dates can be supplied and agreed up to a year in advance.
- Trustees engage with staff outside of meetings and fully prepare for discussions using the papers provided. As such it is expected the yearly commitment to the role will be around 12 days in total, including meeting times.
- Trustees will be registered with the Charity Commission and Companies House. You will be asked to confirm your eligibility before interview.

Person Specification

CRITERIA	E	D
You should be able to demonstrate in your application		
<i>KNOWLEDGE AND EXPERIENCE</i>		
<i>Please address in your covering letter</i>		
Experience operating at a strategic level in an organisation	✓	
Experience in at least one of the following areas; Finance, arts, media and entertainment, HR, Equality, Diversity and Inclusion	✓	
Experience operating in an arts, Education, SU or charity environment		✓
<i>SKILLS AND ABILITIES</i>		
<i>Tested at interview</i>		
Ability to present information clearly and concisely in writing or verbally	✓	
Ability to establish strong working relationships with a wide range of individuals, officer team, senior management and any relevant external bodies	✓	
Ability to communicate effectively one-to-one and in groups	✓	
Ability to act corporately and not in the interests of one particular group and to reach objective and independent decisions	✓	
Commitment to maintaining highest standards of integrity	✓	
Commitment to Equality, Diversity and Inclusion	✓	