

External Trustee Recruitment Pack

Introduction:

Thank you for your interest in becoming a trustee of the Students' Union at Bournemouth University (SUBU). SUBU is an independent charity dedicated to making the lives of Bournemouth University students better, whether that is through running clubs and societies, putting on events in our venues or by supporting students with our Advice Service, we are here to be the voice of students at Bournemouth University.

SUBU is a democratically run organisation, led by a team of four elected sabbatical officers, who are either students who have recently graduated or are taking a break from their studies. SUBU is a registered charity and has a trustee board, which ensures the effective stewardship of the students' union. The Board is responsible for the financial, legal and reputational integrity of the students' union and works with the Chief Executive and management team to set the strategic direction of the organisation.

The SUBU board is made up of four sabbatical officers, including the President who is the chair of the board. The Trustee Board is also made up of Lay Trustees and Student Trustees.

We are looking for **two lay trustees** to join our Board. Lay trustees provide expertise to the Board and we are looking for candidates with strengths in any of the following: Higher Education, Charity Governance, Human Resources, and/or Sustainability.

Role description:

Essential criteria

- Interest in Higher Education
- Strong interpersonal and communication skills
- Commitment to the charity's objectives
- Understanding and experience of financial management in large and complex organisations
- Innovative, with an understanding of strategic development and delivery
- Experience of monitoring organisational effectiveness
- Good independent judgment
- A commitment to being part of a student-led organisation

Desirable criteria

- Commercial acumen including awareness and understanding of value for money, lean processes, and process improvement
- Understanding of students' unions

Time commitment and expectations

The Trustee Board meets four times a year, with meetings lasting around two hours.

SUBU also has two sub-committees. One focusing on Human Resources and one on Audit and Risk. Members of the main Board may be asked to attend one of these if their experience fits and time allows.

Trustees are also invited to key Union events throughout the year.

Appointment

The initial term of appointment will be three years. Trustees may serve an additional three-year term on agreement with the Appointments Committee. A lay Trustee cannot be an employee of the Union, a current or recently graduated student of Bournemouth University, or a recent sabbatical officer of the Union.

Remuneration

The role of Lay Trustee is voluntary. However, we will reimburse reasonable expenses such as travel. SUBU will also provide training and induction for the role on joining the Board.

About SUBU

The Students Union at BU Ltd is an independent incorporated charity.

SUBU has just over 40 salaried staff and recruits up to 200 casual student staff each year. SUBU has an annual turnover of circa £4m. SUBU is funded primarily through a block grant from Bournemouth University and generates further income through several commercial outlets, including an on-campus shop, bar, and coffee outlet, as well as a town centre nightclub. SUBU operates a trading subsidiary called Feelprime Ltd.

For more information about SUBU please visit our website: <https://www.subu.org.uk/>

For more details about the Trustee Board please go to <https://www.subu.org.uk/support/trustee/>