

Lay Trustee Role Profile

January 2024

Purpose

The Board of Trustees are ultimately responsible, both individually and collectively, for all activity within KCLSU. The KCLSU Board of Trustees is responsible for setting the vision and values of the organisation and for ensuring the delivery of organisational purpose. The Board of Trustees ensure the development of, and agree the long-term strategy, approving and monitoring plans to deliver.

Key Responsibilities

Trustees are responsible for delivering the actions detailed in the KCLSU Trustee Board Terms of Reference.

Lay Trustee, Chair of the Finance, Audit and Risk Sub-committee has a particular responsibility to:

- Use lived knowledge, skills and experience to improve the decision making of the Board of Trustees and its Sub-committees, with particular reference to the Finance, Audit and Risk Sub-committee.
- Support and empower the Student and Student Officer Trustees to act as student leaders for KCLSU.
- Act as a mentor, as required, for new or less experienced Trustees.
- Liaise with Sub-committee members to scrutinise and agree the Finance, Audit and Risk, delegated from the Board of Trustees
- Enable Strategic oversight of the KCLSU Finance, Audit and Risk Management

All Trustees have a duty to:

- Ensure that KCLSU acts in accordance with its charitable objects as outlined in the Articles of Association and other governance documents. This includes agreements with Kings College London, the primary regulator, and guidance from other regulators such as the Charity Commission.
- Ensure that KCLSU complies with all relevant legislation, especially charity and specific education legislation.
- Facilitate KCLSU being a student-led organisation.
- Strategically guide KCLSU to achieve its objectives and improve the lives of its members.
- Ensure that KCLSU does not undertake activities that put its financial stability, members or reputation at undue risk.
- Work with other Trustees, staff and volunteers in a constructive manner and for the greater good of KCLSU.
- Participate fully in Trustee Board meetings and chair one of the Board of Trustees Sub-committees.
- Use their lived personal skills and experience to ensure KCLSU is well governed and efficient.
- Seek external professional advice where there may be material risk to KCLSU or where the Trustees may be in breach of their duties or other appropriate moments.
- Add value to the Trustee Board and KCLSU through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity.
- Abide by the KCLSU Trustee Code of Conduct.

Person Specification

Trustees must be:

- Committed to the purpose, charitable objectives and values of KCLSU.

- Committed to facilitating student leadership both within and through the Board of Trustees and through the democratic structures of KCLSU.
- Constructive about other Trustees' opinions in discussions and in response to staff members' contributions at meetings.
- Able to act reasonably and responsibly when undertaking Trustee Board responsibilities.
- Able to maintain strict confidentiality.
- Understand the importance and purpose of Board of Trustees and Sub- committee meetings and be committed to preparing for them adequately and attending them regularly.
- Able to analyse information and challenge constructively.
- Able to make collective decisions and stand by them.
- Able to understand and respect demarcations between management and governance functions.
- Excellent role model who promote the highest standards of probity and integrity.
- Firm supporters of equality of opportunity and committed to promoting diversity.

We are looking for one trustee to join the Board of Trustees during this recruitment cycle, to Chair the Finance, Audit and Risk Sub-committee and we are seeking the following:

Finance, Audit and Risk

We are looking for a trustee with a strong background in Finance, Audit and Risk, especially in the management of Risk in challenging times, to deliver more with less. Working with our professional staff, ensuring financial scrutiny, legal compliance and to provide strategic oversight of Finance, Audit and Risk and issues. Our ideal candidate will be someone with a Finance background, working in a senior role in an organisation (profit or non-profit) that has the relevant skills and experience to strategically guide as implement a new Strategic Plan.

In summary we would like candidates with the below experience:

- Finance expertise: Proven track record in senior roles, evidencing your strategic thinking and ability to make judicious decisions that correspond with our organisational objectives.
- Audit intelligence: Mastery in probing organisation to ensure best practice and audit readiness.
- Risk management: A clear history of working with committees and Boards to understand risk appropriate appetite.

It would be desirable, if you also have:

- An understanding of charity boards and governance processes

We anticipate that the time commitment for each role is as follows:

- Attend the Board of Trustees meeting, evening meeting four times a year
- Annual away day
- To Chair the Finance, Audit and Risk Sub-committee three times a year
- Other occasional engagements

The time commitment is likely to average about one day per month.

The Lay Trustee will be appointed for a four year Term of Office, which with the agreement of the Board of Trustees may be extended for a further four years, maximum of eight years.