

Trustee Information Pack

October 2023



Welcome

Thank you for your interest in becoming a Lay Trustee of City, University of London Students' Union (the Union). This pack contains an overview of the Union, the role and information on how you can apply. There are currently two vacancies.

Every City student is a member of the Union by default. That makes the Union the representative body for over 20,000 members. We're run by students, for students, and provide support, representation, advice, and activities for our student body regardless of circumstance.

Lay Trustees sit on a board of eleven Trustees who govern the Union and work alongside our elected officers, staff team, and hundreds of student volunteers to run a thriving and active students' union in the heart of London. The Union has been through a period of massive revitalisation with the recruitment of new staff, increased funding, and the launch of a new strategic plan in August 2023 where we set a clear purpose to 'Make Every Day Better'.

Trustees play an active role in 5-6 meetings a year, as well as being on hand to take decisions between meetings when the need arises. There are also occasional Union sub-committees and working groups that some Trustees are invited to join.

This is a great opportunity to take on an essential role in a developing and dynamic charity committed to changing lives. We look forward to meeting you.



Akanksha Kumar

President and Chair of the Board of Trustees
2023/24



Philip Gilks

Chief Executive

Make Every Day Better | City Students' Union Strategy 2023-2026

Our new and ambitious strategy sets a clear direction, with an increased focus on a tailored student experience and one that recognises the different barriers and challenges facing City students. For more information on the Union strategy, visit <https://www.citystudents.co.uk/strategy/>.

Our Purpose

Make Every Day Better

The Values We Live By

We Listen, We Learn, We Lead

The Way We Act

Evidence-led

We will be insight driven and will prioritise developing a strong evidence base when making key strategic decisions.

Open to change

We change and adapt with our student body, always questioning our work to make sure we are delivering. We thrive on finding innovative solutions to add value to the experience at City.

Not fearing failure

We try new things in the knowledge that not everything will work first time. What matters is learning from our experience and constantly seeking to improve.

Striving for equity and sustainability

We recognise that we do not all start from the same place and must acknowledge and adjust imbalances to achieve our ambition of equity, while also working towards the UN Sustainable Development Goals.

A welcoming experience

Whatever or wherever the touchpoint we will provide a welcoming and high-quality union, making a positive impact across City.

The Promises We Make

Promise 1: Creating Community

'Creating a thriving community where every student feels they belong.'

Promise 2: Delivering Change

'Delivering the changes students want to see to improve their everyday lives at City.'

Promise 3: Providing Support

'Providing high quality and easily accessible support whilst at City and beyond.'

The Board of Trustees

The Board of Trustees is the highest decision-making body in the Union, ultimately responsible for its work with particular management of its financial well-being, strategic direction, and legal compliance. You would sit as one of 5 Lay trustees who, together with the 4 sabbatical trustees and 2 student trustees, comprise the membership of the board.

The Chief Executive and other senior leadership staff attend the Board of Trustees meetings. The Lay trustees advise the Chief Executive in monitoring progress towards achieving the Union strategic plan, as well as ensuring compliance with charity law, and deploying their expertise in continuing to look for new opportunities that the Union could benefit from.

Some examples of recent decisions taken by the Board of Trustees include:

- Approving new policies such as the Equality and Diversity Policy, Data Protection Policy and Health and Safety Policy.
- Approving the new strategic plan.
- Advising on resourcing and releasing funding to invest in new activities.

You can read more about the Board of Trustees and the rest of the governing documents at www.citystudents.co.uk/about-us/govdocs.

Who Are We Looking For?

The individuals appointed as trustees will need to be sympathetic to the aims of the organisation and more generally share a commitment to the broader values of the student movement: student representation, student rights and the student experience and the importance of students having a platform to organise together to help make these values a reality.

The role requires a careful balance: trustees need to respect the democratic will of the membership where possible but also be willing to think creativity and point out potential risks and in any proposals. An eye for detail to ensure the Union is being well governed and the ability to see future opportunities are also important.

The Appointments Committee is looking to ensure the successful candidate has skills, knowledge, and expertise in at least one of the following areas:

Commercial Operations

To enhance our understanding of delivering commercial services such as bar, shops, and cafes to enable long term growth.

Communications and Marketing

To support our aspirations in increasing awareness of the Union offer and relevance amongst the student body.

Sports Management

To inform our longer-term approach and strategy for competitive and non-competitive sport.

Sponsorship and Fundraising

To support our ambitions to increase funding streams that are less reliant on our block grant.

Striving for Equity and Sustainability

As the Union strives to make the Board a diverse body that reflects the wider membership, the Union particularly welcomes applications from those who self-define as a person of colour and/or a woman.

Commitment Required

Attendance

This role's highest duty will be to attend and contribute to the meetings of the Board. The Board will have 5-6 scheduled meetings each year, with other meetings added if required. Each meeting will have some reading and preparation work to do beforehand. The dates for the Board of Trustees in 2023/24 will be:

- 4.30pm Tuesday 12 December 2023
- 4.30pm Tuesday 27 February 2024
- 4.30pm Tuesday 21 May 2024
- 9.30am – 5pm Monday 15 July 2024 (Away Day and Meeting)

Meetings normally take place in person, but a hybrid option can be provided for exceptional circumstances.

The Board has two formal subcommittees, including the EDI Committee and the Appointments Committee. There are also some working groups focused on strategic projects. Trustees are expected to be willing to be a member of at least one subcommittee or working group, which can be joined virtually or in person.

Terms of Office

A Lay Trustee typically serves a term of four years. A Lay Trustee can serve up to two terms.

Training

We utilise the support that is available from the University, the National Union of Students (NUS) and the Charities Commission to ensure all trustees are fully trained on the responsibilities associated with charity trusteeship.

Wider Involvement

Where trustees wish to take a wider interest in what is going on within the Union in addition to their formal duties as a trustee, we will welcome this. We aim to send the news of what is going on in each area of our activity to trustees on a regular basis.

Trustee Role Description

Tenure: 4 years

Number of vacancies: 2

Role Purpose

The Trustees are ultimately responsible, individually, and collectively, for all activity within City, University of London Students' Union (the Union). The Board of Trustees is responsible for setting the vision and values of the organisation and for ensuring the delivery of organisational purpose. The Trustees ensure development of and agree a long-term strategy. They approve and monitor plans to deliver the strategy.

Key Responsibilities

Trustees are accountable for delivering the responsibilities detailed in the Union Memorandum and Articles of Association and supporting documents. The above notwithstanding, all Trustees have a duty to:

- Ensure that the Union acts in accordance with its charitable objects, articles of association and other guiding documents and, in particular, remains true to its mission, vision and values.
- Facilitate the student leadership of the organisation.
- Help the Union achieve its objectives and improve the lives of its members.
- Ensure that the Union complies with all relevant legislation and regulations, including relevant charity acts and education acts.
- Ensure that the Union 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 the Union.
- Participate fully in Board of Trustees meetings and sit on the Board's Committees if required.
- Use their personal skills and experience to ensure the Union is well-run and efficient.
- Seek external professional advice where there may be material risk to the Union or where the Trustees may be in breach of their duties or at any other appropriate moment.
- Add value to the Trustee Board and the Union through generating ideas, challenging the status quo, broadening thinking, and supporting and promoting innovation and creativity.
- Abide by the Union Trustee Code of Conduct.

Expectations

Trustees should be:

- Committed to the purpose, charity objects and values of Union.
- Committed to facilitating student leadership both within and through the Trustee Board and through the wider democratic structures of Union.

- 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 Trustee Board and Committee meetings and be committed to preparing for them adequately and attending them regularly.
- Able to analyse information and, when necessary, challenge constructively.
- Able to make collective decisions and stand by them.
- Able to respect boundaries between management and governance functions.
- Excellent role models who promote the highest standards of probity and integrity.
- Firm supporters of equality of opportunity and committed to promoting diversity.

Eligibility

All appointed and elected trustees are required to sign a Trustee Declaration Form. To be eligible to be a Trustee and by applying for this role you declare that you:

- Are willing to act as a trustee of City, University of London Students' Union, which is a registered charity (charity number 1173858) and a company limited by guarantee registered in England and Wales (company number 10834450).
- Understand your organisation's purposes (objects) and rules set out in its governing document.
- Are not prevented from acting as a trustee because you:
 - have an unspent conviction for an offence involving dishonesty or deception.
 - are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order).
 - have an individual voluntary arrangement (IVA) to pay off debts with creditors.
 - are disqualified from being a company director.
 - are subject to an order made under section 429(2) of the Insolvency Act 1986
 - have previously been removed as a trustee by us, the Scottish charity regulator, or the High Court due to misconduct or mismanagement.
 - have been removed from management or control of anybody under section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation) are disqualified from being a trustee by an order of the Charity Commission under section 181A of the Charities Act 2011.

Candidate Specification

Criteria	Essential	Desirable
Expertise in at least one of the following: <ul style="list-style-type: none"> Commercial Operations Communications and Marketing Sports Management Sponsorship and Fundraising 	X	
Commitment to the purpose and values of City Students' Union	X	
A willingness to meet the minimum time commitment	X	
Understanding the role of A Lay Trustee, including legal, financial, and strategic responsibilities	X	
Ability to work effectively as a member of a team with diverse levels of experience	X	
Ability to make and express independent judgements	X	
Commitment to striving towards equity	X	
A commitment to act in accordance with the Nolan principles for ethical conduct in public service.	X	
Knowledge of the higher education sector and latest policy developments		X
Demonstrable previous experience working within the charitable sector		X
Understanding of financial and/or audit experiences		X
Demonstrable experience of risk management		X
Demonstrable experience of strategy development and implementation		X

How to Apply

Applications Close: Monday 6th November 2023

Interviews with City Students' Union: Week commencing 27th November 2023

If you would like to apply, please send provide the following:

- A copy of your current CV with details of two referees (we will not contact them without your prior consent).
- A supporting statement (no more than 600 words) explaining how you meet the candidate specification and your motivations for applying.

All applications should be sent to applications@trustees-unlimited.co.uk with your **full name** and 'City Students' Union' in the subject line.

To have an informal conversation about the role please contact Melissa Baxter from Trustees Unlimited/Russam on 07789 985 229 / melissa.baxter@russam.co.uk

We look forward to receiving your application!

