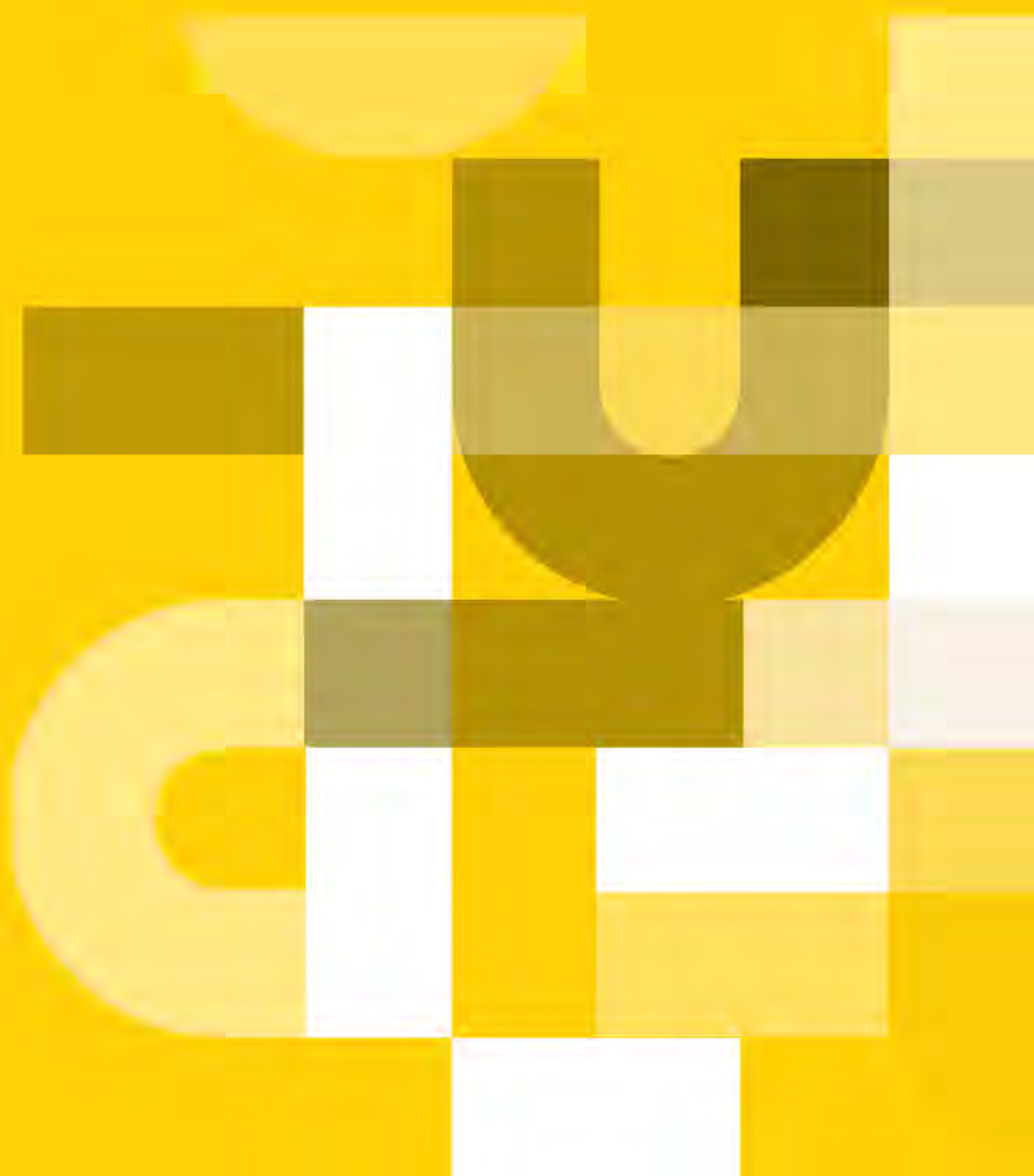


Trustee Candidate Information

Imperial College Union
March 2024



Welcome

Thank you for your interest in joining the Board of Trustees at Imperial College Union. We are an exciting, inclusive membership charity and our core purpose is to represent, support and empower all 24,000 students studying at Imperial College London. We work in close partnership with Imperial College London and are proud to deliver services to support students studying at one of the world's truly outstanding higher education institutions. We are looking for a Lay (external) Trustee to join our Board of Trustees with strong financial experience and who is also able to commit to Chair our Finance, Audit & Risk Committee.

This is an incredibly exciting time to join Imperial College Union. This year we launched our new strategic plan, designed to guide our charity to become a highly effective, impactful and sustainable organisation.

Imperial College Union is hugely diverse, providing a broad range of services and support to Imperial students. We are constantly evolving, to ensure we meet the needs of our members and provide them with the best possible experience during their studies. We are one of the oldest students' unions in the UK, steeped in history and tradition.

Joining us means joining a Board responsible for the strategic direction of our charity. Being a trustee in a students' union is an extremely rewarding experience. You will get the opportunity to work in close partnership with student representatives, many of whom are just embarking on their leadership journey. This is a fantastic opportunity to mentor and support our future leaders, imparting your own experience and industry knowledge to help them develop and thrive.

This pack outlines exactly the type of person we are looking for and what skills we believe we need on our Board. If you are interested in talking about the opportunity, please do contact us.

Thank you,

Camille Boutrolle (Union President)

Professor Stephen Richardson (Chair of Trustees)

Tom Newman (Managing Director)



About Imperial College Union

Imperial College Union is one of the oldest students' unions in the UK. We exist to support and empower Imperial students, to ensure they get the most from their university experience. There is so much that makes Imperial College Union special. We are lucky to work in a historic campus environment located in a bustling, beautiful part of London. Imperial students are some of the highest performing and dedicated students in the world. They are hugely committed to their university education and want to get the most from their experience. This means they are incredibly engaged and keen to participate in the activities we offer.

We run a diverse set of services, activities, and support networks for Imperial students:

- Student representation** - We empower a network of student leaders and academic representatives to champion the collective voice of students and ensure every individual student gets the best possible experience at Imperial.

- Student Advice Centre** - We run an independent and confidential advice service providing support on a broad range of academic and non-academic issues.

- Clubs, societies, and projects** - We support Imperial students to set up and manage over 380 different interest groups facilitating connections between students and ensuring they feel a sense of belonging during their time at Imperial.

- Student media** - Imperial students volunteer their time to a number of different media groups including the Felix newspaper and we provide training and support to ensure they get the most from their experience.

- Events and venues** - We provide events and activities within our different spaces, offering students the chance to study together, socialise and make lasting friendships during their time at university.

Our staff team is made up of around 50 permanent staff and over 200 student staff who work across our services in part-time roles whilst they study. We are passionate about providing these employment opportunities to Imperial students, enabling them to support their studies and gain valuable employability and leadership skills.



Our New Strategy - A 'High Performing Students' Union'

Like all organisations, in 2021-23 our focus was on responding to the challenges created by and emerging from the pandemic. We also used this time to reflect on the inner workings of our organisation, trends within the higher education sector and the needs of our members.

Following this, our Board of Trustees commissioned a Task and Finish Group (comprised of external, student and Officer Trustees and senior Union staff), to develop our next strategic plan. The finalised strategy – High Performing Students' Union - takes into account the following context: -

- The University has recently defined its vision for the next 20 years, with which the Union needs to be coherent
- The University continues to expand their international and postgraduate student intake
- The University is also developing and shaping a new campus experience at White City
- The Union will need to interact with a new political climate following a General Election

Our new strategy comes with a new mission statement:

To be a high-performing Students' Union run by and for students, with exceptional services and people, which positively transforms the lives of all Imperial College Students.

and a commitment to empowering each and every Imperial student to have the very best experience whilst they are with us.

Our strategy is underpinned by our values:

- We act with integrity. We should be open and transparent with each other.
- We are inclusive in everything we do. We should foster a sense of understanding and mutual respect amongst the whole student body.
- We are innovative in our approach. We should be bold and forward thinking.

And we've broken down our strategy into three high level goals: -

Goal 1: Effective Advocacy and Influence

We must ensure meaningful collaboration with the College that clearly acknowledges students as partners in their education and wider, holistic student experience. The Union must be the trusted voice of all Imperial students, and therefore needs to be representative of the student body, have expertise in student views and student experience, and be effective at channelling student input into meaningful change.

Goal 2: Healthy and happy students

Students face a wide range of wellbeing challenges during their time at Imperial, and it is crucial that the Union plays a role supporting them to tackle these. Physical and mental health, private housing and student accommodation, and the high basic cost of living associated with London are all areas where we should have a positive impact on the lives of Imperial students.

Goal 3: Fun and Inclusive Communities

A key element of a positive student experience at Imperial involves building relationships and connections with other students and staff around shared interests, experiences, and identities. Our spaces, services and activities should support students to come together, and we should be clear and proactive in our approach to ensuring they do so in an inclusive manner.



Our Board of Trustees

Our Board of Trustees is the most senior governing body at Imperial College Union. The Board is responsible for providing strategic direction to our charity, ensuring that we are meeting our charitable aims and working according to our mission, vision and values. The membership of our Board comprises a combination of current Imperial students who are democratically elected by the student body, students appointed to ensure the Board represents our diverse student body and Lay (external) Trustees.

Being a member of a students' union Board is different to other charities. It is very fast-paced, as our Board needs to adapt to the ever-changing HE context and needs of our members. The makeup of our Board changes annually, as new students are elected to representative roles.

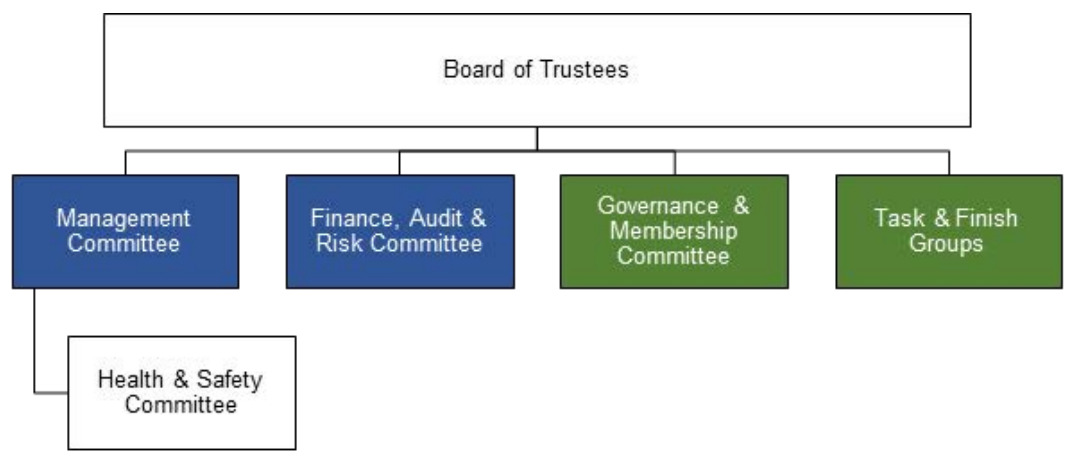
This leads to great diversity of thinking and broad life experiences among Board members, which is paramount to creating energetic discursive meetings.

Lay Trustees are chosen based on their skills, experience and what value they can bring to the Board. Having a diverse mix of skills, experiences, backgrounds and industries among our lay trustees is crucial to running a highly effective Board.

We actively seek out trustees from outside the student movement, as well as those with SU sector knowledge, as we know this improves our governance and ensures a broad range of views and experiences are considered.

Any new trustees that join us receive a comprehensive induction. This will help you to understand the full nature of Imperial College Union, how we operate and your role and responsibilities as trustee of our Board.

The Board meets six times a year. In addition, we have several subcommittees of the Board which our trustees are part of. These are shown in the diagram below. These committees meet virtually, some on a quarterly basis and others annually and as required.



Our External Trustees

Professor Stephen Richardson CBE – Chair of Trustees

Stephen Richardson spent most of his working life at Imperial College. He was Head of Department of Chemical Engineering 2001-2008, Dean of the Faculty of Engineering 2008-2010, Deputy Rector 2009-2013 and Associate Provost 2013-2015 when he retired. He is particularly pleased to be a Trustee of ICU in order to put something back into student life at the College, from which he has derived so much benefit and enjoyment.

Professor Dorothy Griffiths OBE FCGI FRSA

Dot Griffiths spent her career at Imperial College and her final academic role was as Dean of the Business School. Following her retirement as Dean she was the Provost's Envoy for Gender Equality. She is Chair of the Feminist Review Trust and is a lay Trustee on the Council at the University of Bath.

Dr Phil Power – Chair of Governance Membership Committee

Phil Power is the College's Director of the Education Office and Head of Strategic Projects. Phil is a graduate of the College and worked for the Union from 2005-14. Phil is a strong ally of students and in addition to his role for the College is also the Secretary of the College's Exploration Board. Phil has extensive experience of both the Union and the College, as well as having served as a trustee of other charities. He also chairs the Governance and Membership subcommittee.

Genevieve Landricombe

Genevieve Landricombe has an executive career in leading enterprise-wide transformation. She specialises in identifying and implementing innovation to help organisations meet their purpose. She has significant success in supporting employees and stakeholders through change. She has held several senior Operations roles in the Financial Services industry; her current executive focus is to disrupt the legal industry and is leading transformation within a Big 4 Consultancy. As a non-executive, Genevieve most recently held the position of Honorary Treasurer in the Royal Society for Wildlife Trusts. In this role, she was accountable for the Operations, Resources and Finances; supporting the executive and movement to steer through the impacts of COVID and the recruitment and onboarding of a new CEO.

Jane Coulson

Jane Coulson's background is in leadership, management and creative and strategic ideation in the marketing and communications field. She worked for Apple for 16 years, most recently as Head of Internal Communications, Engagement, Learning and Development for Apple Retail EMEA. Having been a Students' Union officer at a London College herself, the principles of student representation and leadership have always been close to Jane's heart. She is passionate about supporting, developing and mentoring people on their career journey.



Who Are We Looking For?

First and foremost, it's important to realise we're a values-based organisation, so we're looking for people who can stand with us and champion the areas that we believe in.

We are a democratic organisation, meaning we are always listening, so we can understand views that might be different from our own. Nowhere does this work better than on our Board of Trustees!

We are interested in receiving applications from individuals keen to provide strategic direction to our organisation and work with us to ensure we develop and thrive in the future. As a trustee you will focus on:

- Helping ensure that we comply with any charity law, rules and regulations governing our work
- Actively contributing to Board discussions to provide clear strategic direction for our charity
- Helping to promote the values and safeguard the reputation of Imperial College Union
- Working collaboratively with other trustees and our Managing Director to contribute to the effective and efficient operations of our organisation
- Ensuring our charity's governance is of the highest standard.

Specific Skills and Experience:

In addition to the above, we would like to receive applications from individuals experienced in these areas:

Person Specification:

- Strong financial acumen including financial planning, management, and strategy
- Familiarity with financial reporting requirements and regulatory compliance
- Knowledge of financial and broader risk management and the ability to identify and mitigate potential risks
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders
- Understanding and acceptance of the role's legal duties and responsibilities
- Collaborative mindset to work within a team environment
- Commitment to the charity's objectives, aims and values and willingness to devote sufficient time to carry out responsibilities

In joining us as a trustee at Imperial College Union, you'll experience a culture that prioritizes in-person engagement for board meetings, enhancing collaboration. With the majority of trustees being students or recent graduates, you'll contribute to a diverse range of perspectives. As the external trustee, you'll be part of a mentoring trio with a student trustee and an officer trustee, offering valuable support within our unique organizational structure.



Terms and Conditions

Time Commitment:

- Attend Board of Trustees meetings in person on Wednesdays (2-5pm) in South Kensington, scheduled for September, November, February, May, and July of each academic year. The September meeting will be a full-day session to allow for team building.
- Chair the Finance, Audit & Risk Sub-Committee, which convenes once in August (end of the month), November, March, and June on Wednesdays (2-4pm) via Microsoft Teams.

While not essential, we particularly welcome applications from individuals from communities currently under-represented on our Board, including people of colour, those with disabilities and those with caring responsibilities.

We are looking for people to join us who can help create the behaviours and embody the culture to fit our values. Our values aren't just a list of words in a strategic plan. They govern who we are, how we work and everything we do at Imperial College Union.

How to Apply

If you are up for the challenge and would like to apply for a position on our Board of Trustees, please submit:

- An up-to-date CV
- A supporting statement of no more than 2 sides of A4, detailing why you would like to be considered, your relevant experience and expertise and what you think you can bring to the role.

All applications are being handled by our recruitment partner, Trustees Unlimited (part of the Russam group).

All applications should be sent to applications@trustees-unlimited.co.uk with your full name and Imperial College Union in the subject heading.

If you have any difficulty uploading your application or if you would like to have an informal and confidential discussion about the role, alternatively please contact Melissa Baxter:

melissa.baxter@russam.co.uk | 07789 985 229

Closing date for applications: Friday 3rd May 2024

Interview with Imperial College Union: Monday 20th May 2024

We hope you will join us on our journey.



Trustees Unlimited

We would be delighted to be given the opportunity to work with you and are confident that we can identify some excellent candidates. If you require any further information, please do not hesitate to contact us.

 trustees-unlimited.co.uk

 [@TrusteesUnltd](https://twitter.com/TrusteesUnltd)

 linkedin.com/company/trustees-unlimited

 01582 697 765

 info@trustees-unlimited.co.uk

Melissa Baxter

Managing Partner, Trustees Unlimited / Russam

melissa.baxter@russam.co.uk / 07789985229

Certified



Corporation

A joint venture between:

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