



Trustee Recruitment Pack

**External Trustee Recruitment
Pack for 2020/21**

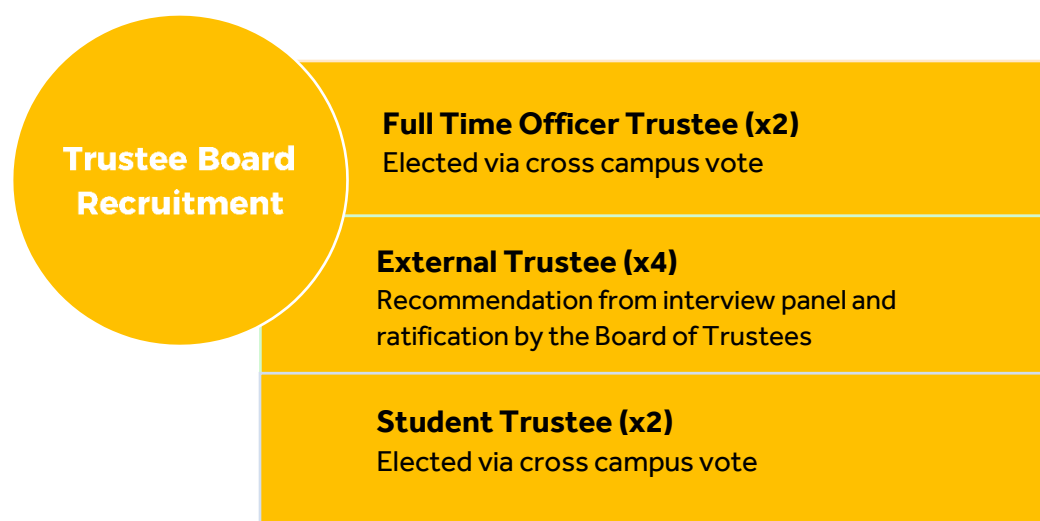
BACKGROUND AND INTRODUCTION TO HARPER ADAMS STUDENTS' UNION

Harper Adams Students' Union is a student driven organisation. It exists to meet the needs of the members who are students at Harper Adams University and associated institutions by upholding the following principles; HASU exists to ensure every student loves their time at Harper Adams. The Union operates around its student led decision-making governance structure.

The Union provides opportunities for its members to take a lead in the organisation, particularly with regards to making the student experience better for students. This can be achieved by becoming a course representative, a Part Time Student Executive member, Student Trustee or a full time Officer Trustee.

The Trustee Board is made up of a mixture of Officer Trustees, Student Trustees and External Trustees. External Trustees are appointed by the Board to ensure a balance of skills and experience. Whereas Student Trustees and full time Officer Trustees are elected by the student body in the spring term. Responsibility is cascaded from the Trustee Board and committee structure of the Union to the management and staff team. The Union employs approximately 5 permanent staff and over 40 student staff to ensure effective management of its many activities and to implement the policy decision of the Trustees. A clear staff structure is in place and all staff are ultimately accountable to the Union Director, who is in turn accountable to the Board of Trustees.

The Union enjoys a positive relationship with Harper Adams University which is outlined and reinforces via a Memorandum of Understanding which is regularly reviewed. The Officers have seats at nearly all University Committees and the University is supportive of the Union being the independent voice of students on campus. Moreover, the University provides the Union with a grant to fund the ongoing development of effective representative structures, volunteering, sports and society activity. In addition, the Union generates its own trading income through the operation of a bar and entertainment venue. A full copy of our latest annual report and accounts are available on request or on the charity commission website.



ROLE OF EXTERNAL TRUSTEE

1.1 Purpose of the Role

To contribute to the work of the Board of Trustees, bringing a professional perspective, based on experience and independent judgement. To ensure, as a member of the Board, that the Union complies with all charity, company and other relevant regulatory requirements and best practice.

1.2 Time Commitment

The Board normally meets at least four times each year in July, October, January and March, usually on a Friday morning between 10:00am and 14:00, with additional meetings convened when necessary. Board members may also be required to sit on one or more sub committees relating to either Finance and HR or Audit and Risk. In addition, time may also be needed for dealing with matter arising between Board meetings, for example attending planning sessions, preparation for meeting and supporting staff and Officer Trustees.

1.3 Nature of role

This is a voluntary role. Reasonable travel and other out of pocket expenses, properly incurred and properly documented, will be reimbursed as per the Trustees Expenses policy. The appointment is subject to, and may be terminated in accordance with, the provisions of the Unions Constitution.

1.4 Duties and Responsibilities

The following key responsibilities apply to all Trustees, in addition to all other duties of charitable trustees:

- To ensure that the Union pursues its charitable objects and that it acts at all times within its powers;
- To ensure the financial stability of the Union, and that its resources are properly managed and protected;
- To ensure that the effective strategic planning is in place, that appropriate goals and targets are set, and that appropriate processes for monitoring and evaluating performance are in place;
- To ensure the Union complies with the provisions of applicable charity law, company law and other applicable legislation;
- To ensure that effective governance policies and procedure are in place in relation to the Union's business and activities;
- To ensure that effective controls are in place for risk identification and management.

The following additional responsibilities also apply to individual Trustees:

- To actively contribute to the work and decisions of the Board, scrutinising as appropriate all relevant documents;
- To use specific skills and experience to assist the Board in reaching sound decisions and, where appropriate, to lead on matters falling within those specific skills/experience areas:
- To support and constructively challenge the Union Director:
- To comply with the provisions of the Union's Constitution and standing orders;
- To uphold the aims and values of the Union and to protect its name and reputation;
- To uphold high standards of integrity and probity, and to uphold and support appropriate values and behaviour in the boardroom and beyond.

PERSON SPECIFICATION

Essential

- The ability to think strategically; ability to handle competing priorities and make informed decisions.
- A leader on equality of opportunity who values diversity and removes barriers to equality.
- An excellent role model who promotes the highest standards of integrity and honesty.
- An effective leader who is positive, determined and resilient enough to cope with the demands of the role.
- Effective communication skills, both written and oral, with the ability to relate to and communicate effectively with people at all levels.
- The ability to exercise sound independent judgement, take informed decisions and challenge constructively.
- A willingness and capability to devote sufficient time and attention to the duties of the post.

Desirable

- An awareness of the effective governance of organisations (public, private or voluntary sector).
- Evidence of successfully working in a leadership or governance role (through work or voluntary experience)
- An understanding of relevant legislation and statutory requirements, including charity law, employment law and health and safety law.

IS THERE A REASON WHY I MIGHT NOT BE ABLE TO BE A TRUSTEE?

The Charity Commission has a set of clear guidelines in terms of those unable to take on such a role and as a trustee at the Union you will be asked to sign a declaration form with regards to the following.

I declare that I am not disqualified from acting as a charity trustee and that:

- I do not have an unspent conviction for an offence involving dishonesty or deception
- I am not currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
- I do not have an individual voluntary arrangement (IVA) to pay off debts with creditors.
- I am not disqualified from being a company director
- I have not previously been removed as a trustee by Charities Commission or the High Court due to misconduct or mismanagement.
- I am not disqualified or barred from acting as a trustee of this charity under the Safeguarding Vulnerable Groups Act 2006.

WHAT ARE THE NEXT STEPS

If you want to have an informal chat regarding the role please contact Alastair Burr, Union Director on 01952 815356 or email aburr@harper-adams.ac.uk

If you would like to be considered for the position please email your CV and a short covering letter to aburr@harper-adams.ac.uk