



Trustee Recruitment Pack
External Trustee Recruitment Pack for
2022/23

BACKGROUND AND INTRODUCTION TO HARPER ADAMS STUDENTS' UNION

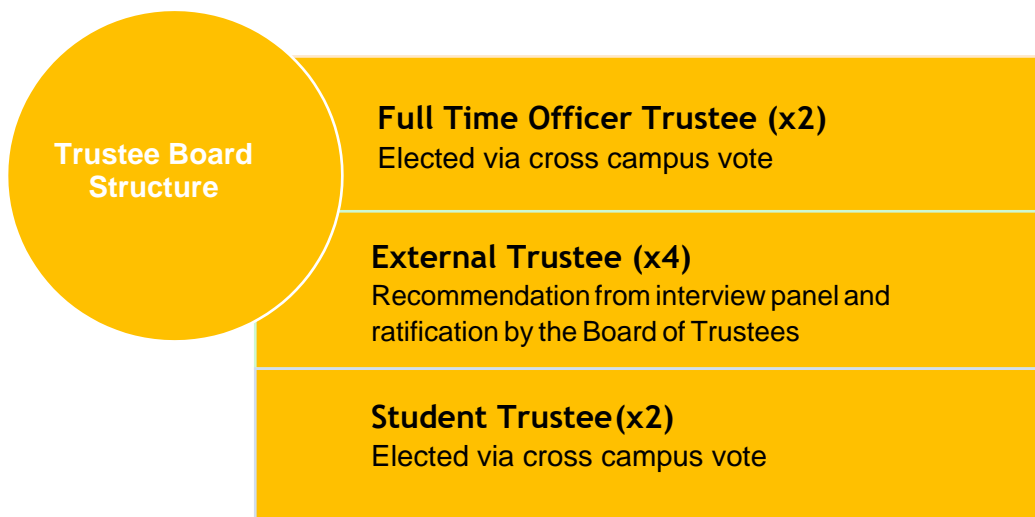
Harper Adams Students' Union is a student driven organisation. It exists to meet the needs of the members who are students at Harper Adams University and associated institutions by upholding the following principles; HASU exists to ensure every student loves their time at Harper Adams. The Union operates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

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, a student trustee or a full time Officer Trustee. Many of our students become committee members of various student led clubs and societies and we employ a team of student staff who work within our venues.

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 9 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 has a positive relationship with Harper Adams University and has recently received an increase to its central funding demonstrating clearly that HASU is at the heart of the universities future plans on campus. Our full time officers sit on a vast number of university committees bringing an independent voice of students to the center of discussions that our members really care about.

Unlike most students' unions, we generate the majority of our income from our commercial services, events, clubs and societies. The flipside to our lean team and commercial achievements is the need to further enhance the power of student voice and develop the range of supportive services that many other students' unions provide to their students. It's an exciting time at HASU, with a broadly new team, new leadership at the university, the finishing touches being added to our strategic plan and a sense of real change and excitement on campus.



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 five times per year, usually on a Friday Morning from 10am-13:00 with additional meetings convened when necessary. Board members may also be required to sit on sub committees relating to either Finance & HR or Audit and Risk. In addition, time may also be needed for dealing with matters arising between Board meetings, for example attending strategic away days, preparations for meetings or providing support for Officer Trustees or staff.

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 Students' Union's 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 decision of the Board, scrutinizing appropriate 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, develop, coach and constructively challenge the Union Director,
- To comply with the provisions of the Unions' 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 behavior in the boardroom and beyond

PERSON SPECIFICATION

Key Attribute	Essential	Desirable
Experience (Tested on application)		
Experience of success in a one of the following; Charity, Governance, SUs, Finance, income generation or Equality,	X	
Experience of leading change and contributing to developing a high- performing organisation	X	
Experience of developing a culture that meets the needs of our members and also our staff and stakeholders		X
Experience of contributing to the governance of an organisation		X
Knowledge (Tested on application)		
Experience of developing or contributing to strategic plans	X	
Experience of building and sustaining relationships with key stakeholders to achieve organisational objectives	X	
Experience of building engagement with customers/members and/or developing new spaces		X
Experience of supporting, mentoring and empowering developing leaders		X
Experience of supporting other senior leaders (e.g. Trustees, Directors and/or Chief Executives)		X
Skills and abilities (Tested at interview)		
Independent judgement and the ability to take decisions for the good of the organisation	X	
The ability to express your views with tact and diplomacy and ability to speak one's mind and listen to the views of others	X	
High level of communication skills and the ability to make complex issues understandable to a range of audiences		X
Values, attitude and personal style (Tested at Interview)		
A leader on equality of opportunity who values diversity and removes barriers to equality.	X	
An excellent role model who promotes the highest standards of probity, integrity and honesty and all of the Nolan principles	X	
Committed to the development of student members and Elected Officers and willing to using a coaching style of leadership	X	
Commitment to devoting necessary time and attention to the role of an External Trustee	X	

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 the 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