

## **Board Member & Trustee**

Bucks Students' Union supports student life at Bucks New University. We are committed to ensuring our members have a say in their educational experience and campaigning on important issues, providing welfare support services, sporting and cultural opportunities and a great programme of activities and entertainments.

The Union is an independent membership organisation that is an active partner of Bucks New University jointly working to improve the student experience at Bucks. We are run by a committee of full and part time elected students supported by a staff management team and a wider group of operational staff. The Union is an organisation with charitable objectives which intends to register as a charity in the next 12 months. Bucks Students' Union has an annual turnover of around £2m, 30 full time and 60 part time staff.

We are looking for a Board Member & Trustee to help us respond to the diverse needs of a changing membership.

We are particularly interested in attracting candidates with expertise in organisational & personal development

An understanding of or back ground in students' unions would be helpful but certainly not essential.

The position is not paid but reasonable out of pocket expenses are offered. An induction into the organisation is provided and specific training is available

[www.bucksstudent.com/beourtrustee](http://www.bucksstudent.com/beourtrustee)

## **Board Member and Trustee**

### **The statutory duties of a trustee**

1. To ensure that Bucks Students' Union complies with its governing document, charity law, company law and any other relevant legislation or regulations.
2. To ensure that the Union pursues its objects as defined in its governing document.
3. To ensure that the Union uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
4. To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
5. To safeguard the good name and values of the organisation.
6. To ensure the effective and efficient administration of the organisation.
7. To ensure the financial stability of the organisation.
8. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
9. To appoint the Students' Union General Manager and monitor his/her performance.

### **Other duties**

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

1. Scrutinising board papers
2. Leading discussions
3. Focusing on key issues
4. Providing guidance on new initiatives

5. Other issues in which the trustee has special expertise
6. To receive and consider policy recommendations from The Executive Committee of the Students' Union or from Referenda or general meetings.

### **Trustee person specification**

1. Commitment to the organisation: Trustees should be able to demonstrate a commitment to the values and mission of the Bucks Students' Union. Trustees should be able to demonstrate an empathy with the needs of students
2. Willingness to devote the necessary time and effort: Bucks Students' Union is looking for a modest time commitment in terms of formal meetings (approx 6 per year) of the board but we would also expect trustees to attend occasional social engagements and be able to devote enough time to become familiar with the organisation and to devote some time exploring strategic alliances and contacts on behalf of the organisation.
3. Strategic vision: We are looking for trustees with experience of strategic thinking in other organisations and who will take an active role in helping Bucks Students' Union create and exploit the opportunities that will define its future. A range of contacts in related fields or experience of successfully applications to grant awarding bodies would be helpful.
4. Good, independent judgement and a willingness to speak your mind: We are looking for Trustees who will be our critical friends, challenging us to better evaluate our strengths and weaknesses.
5. You should possess an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
6. Ability to work effectively as a member of the team.
7. A personal commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
8. To be able to act as a trustee you must confirm that you are not disqualified under section 72 of the Charities Act 1993. Section 72 of the Charities Act 1993 disqualifies people who:
  1. have unspent convictions for any offence involving deception or dishonesty;
  2. have been adjudged bankrupt or sequestration of their estate has been awarded and (in either case) they have not been discharged;

3. have made a composition or arrangement with, or granted a trust deed for, their creditors and have not been discharged in respect of it;
4. have been removed from the office of charity trustee or trustee for a charity by an order made by the Commissioners or the High Court, on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated;
5. have been removed, under Section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (powers of Court of Session to deal with management of charities), from being concerned in the management or control of any body;
6. are subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order).



## To apply

To apply for this position, please apply to the President of Bucks Students' Union by sending a CV to:

President  
Bucks Students Union  
Queen Alexandra Road  
High Wycombe  
Bucks  
HP11 2JZ

CV's can also be submitted electronically by emailing them to [union@bucks.ac.uk](mailto:union@bucks.ac.uk).