**Student Trustee Role Description**

|  |  |
| --- | --- |
| **Job Title** | Student Trustee (Voluntary) |
| **Responsible to** | The Board of Trustees |
| **Strategic Relationships** | Sabbatical Trustees, Student Trustees, External Trustees, Chief Executive Officer, Director of Membership Services, Director of Commercial Services, Finance Manager |
| **Salary** | Unremunerated voluntary position but qualifies for reasonable expenses in line with Students’ Union expenses policy |
| **Period of office** | A term of office is two years, a student trustee may be on the board for maximum of two consecutive terms. You must be a student at Nottingham Trent University, or on placement in the 2024-25 academic year to apply. |
| **Minimum Time Requirements**  | Average of 3-6 hours every two months to attend main trustee board meeting & sub committee meetings. These meetings take place five times a year, Monday-Friday between 10am – 12:30pm (In person). \*Reading time for papers to support these meetings will also need to be factored into time commitment |

**Main Purpose of Role**

Trustees shall be responsible for the management and administration of the Union, providing appropriate oversight, governance and leadership to Nottingham Trent Students’ Union in the pursuit of it’s strategic objectives to fulfil it’s charitable purpose.

\*\*Student Trustees have a particular responsibility to; ensure that the direction of NTSU is in accordance with its’ members wishes, and to ensure effective communication between NTSU and it’s members.

**Main Duties**

**General**

|  |  |
| --- | --- |
| 1 | Ensure that the work of the Students’ Union reflects its mission, vision and values and is of the benefit to all students at Nottingham Trent Students Union |
| 2 | Assist with the development of the Students’ Union by overseeing clear strategic planning based on a coherent understanding of the environment in which the organisation operates |
| 3 | Ensure that the Students’ Union operates in an effective, responsible, and accountable manner within the legal and financial requirements of a charitable organisation |
| 4 | Maintain sound financial oversight and control of funds and resources to ensure the organisation remains viable |
| 5 | Identify and oversee the management of significant financial, legal, and other risks to the Students’ Union |

**Strategy**

|  |  |
| --- | --- |
| 1 | Analyse and positively contribute to the strategic development of long- term plans for NTSU and its beneficiaries. |
| 2 | Contribute to constructive debate regarding the strategic development of NTSU and any other material and significant issues facing the organisation. |
| 3 | Agree NTSU’s values and ensure that they are reflected in the conduct and activities of the organisation and those who work for it. |
| 4 | Hold the Chief Executive Officer to account for the effective management and delivery of the organisation’s strategic aims and objectives, where appropriate. |
| 5 | Establish clear objectives to deliver the agreed plans and strategy and meet the charity’s objects and regularly review performance against those objectives. |

**Compliance**

|  |  |
| --- | --- |
| 1 | Ensure the effective and efficient administration of NTSU and its resources, striving for good practice in governance. |
| 2 | Ensure that those working on behalf of the NTSU, including third parties abide by the standards which the NTSU sets and also by the relevant requirements of legislation (e.g. the relevant provision of the Charities (Protection and Social Investment) Act 2016). |
| 3 | With the assistance of the Chief Executive Officer, promote the highest standards of corporate governance in compliance with the Charity Governance Code and other regulatory requirements and good practice. |
| 4 | Take appropriate professional advice in all matters where there may be a material risk to NTSU, or where the trustees may be in breach of their duties. Uphold the values of NTSU by and ensure that the organisation promotes equality and diversity for all its stakeholders. |
| 5 | Identify and assess risks and opportunities for the charity, determining which are appropriate or desirable, and establishing effective risk management mechanisms in order to monitor these. |

**Board Activities**

|  |  |
| --- | --- |
| 1 | Uphold the highest standards of integrity and probity, adhering to the Nolan Principles and observing the recommended practice of Principle 3 of the Charity Governance Code relating to Integrity |
| 2 | Participate fully in the work of the board, ensuring the collective responsibility of the board of trustees. |
| 3 | Attend all board meetings and relevant sub-committees, including project groups relevant to your expertise, reading thoroughly in advance of all meetings all papers sent out for discussion and prepare ideas and contributions. |
| 4 | Participate in a board induction, any training and other evaluation identified as an individual and as part of the board or committee. |
| 5 | Pay due regard to ensure that any key performance indicators are in alignment with the ethos of the charity and culture it promotes |

**Personal Specification**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| A commitment to the mission of Nottingham Trent Students’ Union | X |  |
| A willingness to meet the minimum time requirements  | X |  |
| Sound judgement and the ability to think strategically and make informed decisions | X |  |
| Ability to work effectively as a member of a team with diverse levels of experience | X |  |
| Commitment to adhere to Nolan’s seven principles of public life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership) | X |  |
| The ability to challenge the status quo, test perceived wisdom and question ‘authority’ | X |  |
| A commitment to the principles of Equity, Equality, Diversity and Inclusion, with the ability to incorporate awareness of these issues when making decisions | X |  |
| Ability to be able to balance being a trustee with their studies and other responsibilities | X |  |
| Knowledge and experience of the role of a Student Trustee, Boards and Committees, including effective governance in organisations – public, private or third sector (although full training will be provided) |  | X |
| Understanding of financial and/or audit experiences |  | X |
| Knowledge and experience of Students’ Union and/or the Higher Education Sector |  | X |