

Wolves Union

University of Wolverhampton Students' Union

Trustee

Role Description

Core purpose of role:	Set strategic direction of the Students' Union Ensure the Students' Union is financially solvent, and operates in line with our charitable objects and the law Hold management to account
Location and hours:	City (based), three or four times a year
Responsible to:	All students
Primarily attends:	Trustee Board and associated subcommittees

Overview of role:

A **Trustee** is ultimately responsible, individually and collectively, for all activity within the University of Wolverhampton Students' Union. As part of Trustee Board, you govern and set the long-term strategy for the Students' Union. You are responsible for making sure we operate in line with our charitable objectives, ensuring we remain student-led and run for students. Trustee Board make sure senior management is accountable, and make sure that the Students' Union remains legally and financially compliant.

Specific duties:

- a. Deliver the responsibilities outlined in the Memorandum and Articles of Association of the University of Wolverhampton Students' Union.
- b. Ensure that the Students' Union acts in accordance with its charitable objects, articles of association and other guiding documents and remains true to its mission, vision and values.
- c. Facilitate, and ensure, the Students' Union in being a student-led organisation
- d. Help the Students' Union achieve its objectives and improve the lives of its members
- e. Ensure that the Students' Union complies with all relevant legislation and regulations, including relevant charity, company, and education law
- f. Ensure that the Students' Union does not undertake activities that put its financial stability, members, or reputation at undue risk
- g. Work with other Trustees, staff and volunteers in a constructive manner and for the greater good of the Students' Union
- h. Participate fully in Trustee Board meetings and join one of the Trustee Board's Committees if required
- i. Use their personal skills and experience to ensure the Students' Union is well run and efficient
- j. Seek external professional advice where there may be material risk to the Students' Union or where the Trustees may be in breach of their duties or at any other appropriate moment
- k. Add value to the Trustee Board and the Students' Union through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity
- l. Abide by the Students' Union Trustee Code of Conduct

Collective duties of Sabbatical Officer Trustees:

- a. Ensure decisions of the Board of Trustees and its Committees take account of the needs and views of the Students' Union members
- b. Ensure the Students' Union considers the needs and views of all student groups including as examples Postgraduate, International and part-time students
- c. Ensure effective communication between the Students' Union and its members

Behaviour and Expectations of Trustees:

- a. Trustees should be committed to:
 - i. the purpose, charity objects and values of Students' Union
 - ii. facilitating student leadership both within and through the Trustee Board and through the wider democratic structures of Students' Union
- b. Trustees should be constructive about other Trustees' opinions in discussions and in response to staff members' contributions at meetings
- c. Trustees should be able to
 - i. act reasonably and responsibly when undertaking Trustee Board responsibilities
 - ii. maintain strict confidentiality
 - iii. understand the importance and purpose of Trustee Board and Committee meetings and be committed to preparing for them adequately and attending them regularly
 - iv. analyse information and when necessary challenge constructively
 - v. make collective decisions and stand by them
 - vi. respect boundaries between management and governance functions
- d. Trustees should be excellent role models who promote the highest standards of probity and integrity
- e. Trustees must be supporters of equality of opportunity, intersectional approaches to representation, and committed to promoting diversity

Eligibility

All Trustees are required to sign a Trustee Declaration Form. In order to be eligible to be a Trustee you must declare that you:

- a. Are willing to act as a Trustee of the University of Wolverhampton Students' Union, which is a registered charity (charity number 1136470) and a company limited by guarantee registered in England and Wales (company number 07275807).
- b. Understand your organisation's purposes (objects) and rules set out in its Memorandum and Articles of Association
- c. Are not prevented from acting as a Trustee because you:
 - i. are on the Sex Offenders' Register,
 - ii. have an unspent conviction for an offence involving deception, dishonest, terrorist offences, money laundering, bribery, misconduct in public office, perjury, perverting the course of justice, contravention of certain preventative Orders of the Charity Commission (s.77 of the Charities Act 2011), or attempting, aiding or abetting these offenses,
 - iii. have been in contempt of court,
 - iv. have a designation under specific anti-terrorism legislation,
 - v. found guilty by the High court of disobeying a Commission order or direction,
 - vi. have been removed from:
 - i. trusteeship, or as an officer, agent or employee of a charity by the Court or the Commission for misconduct or mismanagement,
 - ii. a position of management or control of a charity in Scotland for mismanagement or misconduct;
 - vii. have disqualification order under the Company Directors Disqualification Act 1986
 - viii. have an undischarged bankruptcy,
 - ix. have either a composition or arrangement with creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register.