

External Trustee Recruitment Pack 2018/19



University of Wolverhampton

Students' Union

Contents

Welcome	Page 3
About Us	Page 4
The Road Ahead: Achievements & Challenges	Page 5
Why We Need You: Experience & Skills	Page 6
Trustee Responsibilities	Page 7
Decision Making: The Structure of UWSU	Page 8
What Does UWSU Actually Do?	Page 9
External Trustee Role Description	Page 10
Next Steps	Page 11

Welcome

Thank you for your interest in the University Wolverhampton Students' Union (UWSU) and becoming an External Trustee. This pack contains an overview of the UWSU, the role and information on how you can apply.

The UWSU exists to represent all 21,000 of our members - every Wolverhampton University student. We're run by students, for students, and provide support, representation, advice and activities throughout the good times and the tough times.

We're governed by a Board of Trustees, who work alongside our staff team, to run an active Students' Union. The UWSU has gone through continual development over the past number of years. It's an exciting and also challenging time for us, with the delivery of our strategic plan, looking at improving our governance and democratic structures and ensuring our structures are meeting the needs of our students.

This is a great opportunity to take on an essential role in a developing a dynamic charity committed to changing lives and we look forward to your application.

About Us

Our mission at The University of Wolverhampton Students' Union (UWSU) is working with students and stakeholders to ensure the Student Voice is heard and the Student Experience is enhanced, leading to Student Success.

This Mission is underpinned by the following values:

Be Fair

By being inclusive and offering opportunities for our all students to grow.

Be Responsible

We understand the impact of our actions and actively seek ways to eliminate negative consequences.

Be Honest

We are there to listen and support, but like a true friend tell students what they need to know and be honest by giving the right information.

Be Respectful

Our approach is to listen, to connect and welcome all individuals into our community.

Be Compassionate

We are passionate about our students and we will support them throughout their time at University.

Be Ambitious

We are innovative and visionary; we want to push the boundaries of what is possible. We are not afraid to try and we are not afraid to fail.

The UWSU is a charitable company limited by guarantee, and we are regulated by the Charities Commission and Companies House. Our charity number is 1136470 and our company number is 7275807.

Our Trustee Board leads the strategic direction of the Union and ensures we comply with our Byelaws and our Memorandum and Articles, which are our governing documents.

The Road Ahead: Achievements and Challenges

The UWSU is going through a transformative process fuelled by an external review that looked at our governance and management structures to ensure we continue our valuable work with our members.

We have high hopes for the future as we aim to make the Students' Union the very best, enabling our members to get the support they ask for.

There are numerous challenges and opportunities on the horizon; we are delivering against our three year strategic plan (2017-2020), we have a robust improvement plan with actions and changes that will ensure we are an excellent Students' Union for the benefit of our members.

Why We Need You: Experience and Skills

Every University is required to have a Students' Union by virtue of the 1994 Education Act, the objectives for each Students' Union are: to represent the needs of students to the University, provide, where relevant, welfare services, ensure there are opportunities to engage in recreational activities, societies and events, and to run free and fair elections for our own democratic structures. Each Union is regulated by the Charities Commission and we are a member of the National Union of Students (NUS) which is a network of over 7 million students.

You'll be part of a team of up to 9 Trustees made up of a mixture of Student Trustees, Elected Officers and external/independent Trustees.

There are normally 4 Trustee meetings each year, with an expectation that Trustees will attend sub-committee meetings, such as Finance and Audit committee, Human Resources.

We require Trustees with a mix of skills and abilities including:

- Legal
- Human Resources
- Marketing
- Business Development.

Whilst also helping to encourage team working and promote effective problem solving.

Trustee Responsibilities

Charity Trustees are the people who serve on the governing body of a charity. They have a corporate responsibility for ensuring that the responsibilities of the Board are exercised in the best interests of the Students' Union. Members are expected to play an appropriate part in ensuring the necessary business of the Trustee Board is carried out efficiently, effectively and in a manner appropriate for the proper conduct of public business.

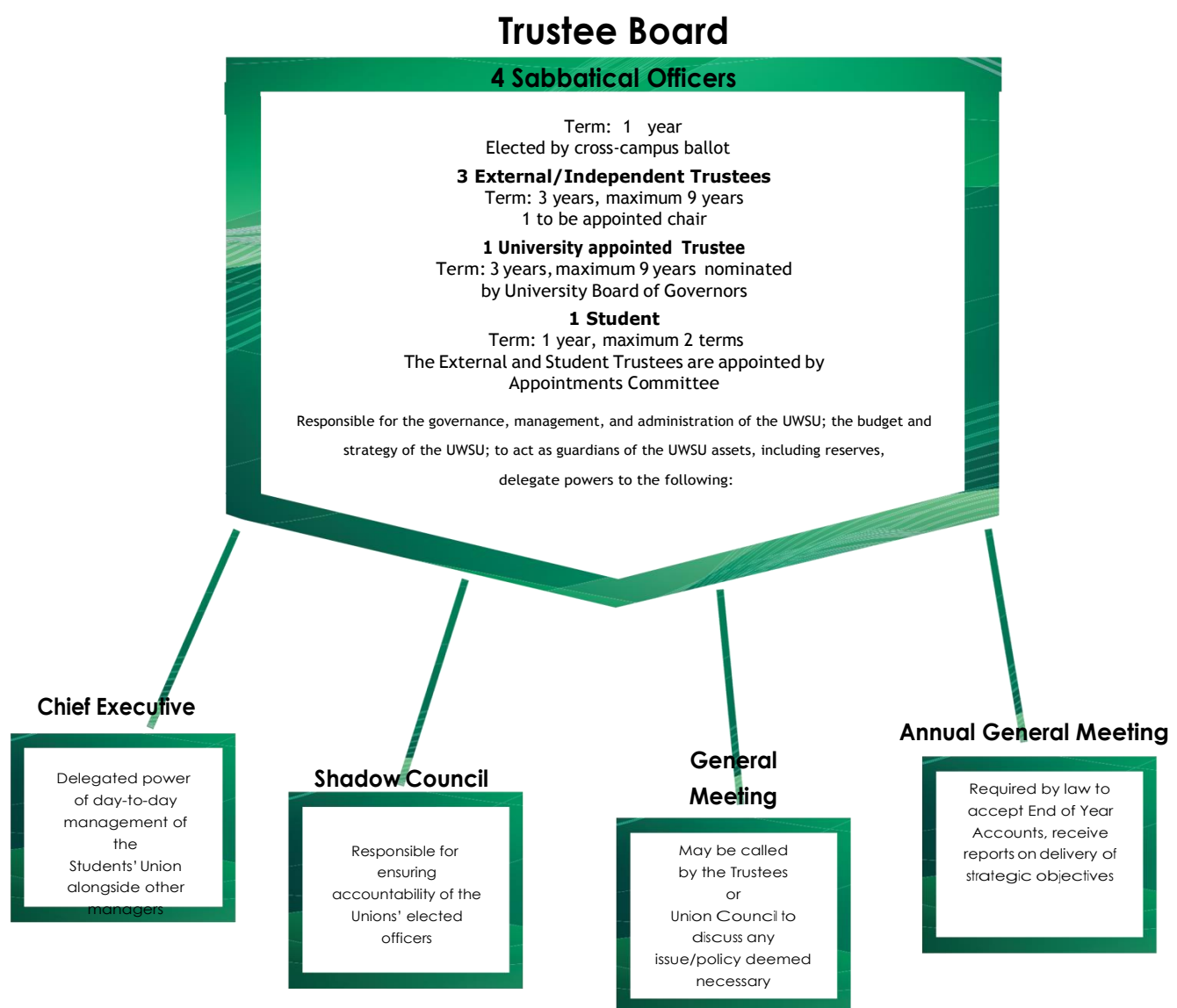
Trustee Boards don't do, they ensure things get done!

Trustees have and must accept ultimate responsibility for directing the affairs of the charity and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up. Practically this involves overseeing the strategic direction of the UWSU, ensuring the appropriate management and long-term sustainability of its finances and managing and mitigating any risk associated with the organisation.

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 UWSU. You will be required to sign a Charity Commission approved declaration form and a Conflicts of Interest form.

Decisions Making: The Structure of UWSU

The diagram below gives an indication of the structure by which the UWSU is governed. It demonstrates how members can democratically control the policy and direction of the Union, under the guidance of the professionalism and experience of Trustees and staff



What Does Students Union do?

The Students' Union delivers a wide range of activities and support services for students at the University of Wolverhampton and you will be instrumental in developing and enabling these services over the coming years.

These Services include:

Student Representation

At the University through the elected Officers and course representative system. Elected Officers and course reps sit on various University committees ensuring the student voice is considered at all stages of University decision making.

Student Advice & Support

The UWSU commits a considerable amount of resources supporting its students. We provide advice, advocacy and representation to students who require it often providing an independent and impartial ear that the University often cannot.

Student Health & Wellbeing

Well@Wolves is a programme of events and activities that helps students physical and mental wellbeing. Well@Wolves essentially consists of 3 key areas; FeelWell, LiveWell and StudyWell.

Student Societies

The Students' Union is working hard to increase the number of student societies (interest and hobby groups) to bring students together through a sense of community and belonging.

Events & Activities

The Students Union puts on a number of key events throughout the academic year, starting with our biggest event, Freshers! Societies also are key in putting on student led events and activities for all students to enjoy.

Bar & Café at Walsall Campus

The SU Bar & Café has everything from coffee, smoothies and milkshakes to paninis and pizza! There is also a licensed bar which has everything from beer to cocktails! Quiz nights, Karaoke and SU live events are key events that are very popular with the local student community.

How is this all funded?

Our relationship with the University is key and they award a block grant to the Union annually to support the work we undertake to our students.

What can you expect from the Students' Union?

The role of a Trustee is a voluntary one and any reasonable expenses will be reimbursed. Four Board meetings per year will be arranged at mutually beneficial time for all the Board as well as meeting the needs of the business. A new structure of sub-committees will be set up this year and so an additional 2/3 meetings may be required. You will receive any papers and documents for the meetings in good time, which of course we expect you to have read in advance! We expect all new Trustees to complete an induction programme, where we can outline the current position of the organisation and its strategic direction and the challenges for the future.

External Trustee Role Description

Supervision received:

Chair of the Board of Trustees.

Role description:

To be responsible for the overall running and management of the Students' Union and overseeing all major decisions on behalf of University of Wolverhampton Students' Union. To set out and oversee the strategic direction of the Students' Union ensuring that it is well-managed and meeting its objectives.

Main Duties and Responsibilities:

- Ensure that the UWSU has a clear mission, vision and strategic direction, that meets the varied needs of its members
- Ensure financial and operational plans support the mission, vision and strategic priorities
- To make sure the UWSU pursues its objectives as defined within its governing documents and resources are used exclusively in pursuance of these
- Ensure that the UWSU complies with its governing documents, charity law, company law and any other relevant legislation, regulations or statutory requirements
- Maintain proper financial control and stability of the charity by ensuring satisfactory systems, procedures and policies are in place
- Contribute actively to the Board of Trustees with high level scrutiny and be responsible for monitoring the overall performance of the UWSU against agreed targets
- Be an ambassador for the UWSU, safeguarding its name and values and ensuring the guiding principles are articulated and reflected through the organisation

Key Relationships

- Chief Executive Officer
- University Senior Management Team
- External agencies and media

Key Functions:

- Attend Trustee Board meetings regularly and sub-committee meetings when appropriate
- Establish and oversee a framework of delegation and systems of internal control
- Establish and oversee a framework for the identification and management of risk ensuring that the Board receives regular reports on these
- Appoint the Chief Executive and approve his/her salary, benefits and terms of employment
- Ensure effective implementation of all policy and procedures within the UWSU
- Develop a working knowledge of the activities of the UWSU
- Promote and implement the UWSUs Diversity & Equality Framework

Term of Office:

Once formerly elected as a Board member, it is expected that you will serve a minimum of 4 years (with the understanding that exceptional circumstances may not make this possible).

As outlined in the Charity Commission's Code/Policy on Governance, Board members are able to serve a maximum of three terms of 3 years if re-elected and then take a break of at least 12 months.

Next Steps

If you have any questions or would like to apply for the role, please send a copy of your current CV, along with a covering letter which should identify the relevant experience and expertise you would bring to the role and why you would like to be a Trustee to:

Sarah Bishop

Chair of the Board
c/o Delores.Williams@wlv.ac.uk

Applications Close

Friday 4th January 2019

Interview Date

Week Commencing Monday 21st January 2019