

**‘A Positive Impact with
Every Wolverhampton
Student’**

**Student Trustee
Recruitment Pack
2018/19**



University of Wolverhampton

Students' Union

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Welcome

Thank you for your interest in the University of Wolverhampton Students' Union (UWSU) and becoming a Student 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

With Full-Time Student Officers, a professional staff team, the UWSU aims to provide essential support and services to all our students across the institutions and various campuses.

The UWSU delivers a range of services and support for its members, from independent academic advice to supporting our Course Reps to enhance their course, to enhancing the Student Experience of students through our student societies, Health & Wellbeing services and activities programmes.

The Students' Union has a vibrant Bar & Café facility at our Walsall Campus where events and activities and services come to support our student community.

Our Vision and Values

Our Vision

University of Wolverhampton
Students' Union: Student
experience at its best!

Our Values

Be Responsible

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

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.

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 Fair

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

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.

Our Strategy

Voice

Goal 1:

We provide transparent and accountable democratic structures that ensure all students are effectively represented.

Goal 2:

We will support you to improve your academic experience:

- Better/impactful academic representative system in partnership with faculties.
- Supporting reps to make positive change on their courses with use of National Student Survey (NSS) analysis.
- Have high quality research to drive policy work securing change that will have a positive impact on academic experience.
- Academic societies.

Experience

Goal 3:

We provide a range of activities and support to enhance the students experience and health and well-being whilst at University.

"Making your campus fun!"

"Look after your wellbeing"

Support

Goal 4:

We deliver high quality, independent Advice & Support to our student body including support to our TNE and collaborative partners).

Research/Insight

We will continually understand and respond to the needs of our members by conducting effective research.

Awareness

We will communicate with you smarter.

The Opportunity

As with all charities, the UWSU needs to be overseen by a Board of Trustees. This Board brings together our elected Full-Time Officers (Sabbatical Trustees) with Student Trustees, External Trustees, and a University nominated Trustee to oversee our Governance and Strategy.

This is an opportunity to become an active participant in the 4 meetings of the Board that will take place each year, as well as being on hand to take decisions between meetings when the need arises. There is also the opportunity for some Trustees to sit on UWSU Sub-Committees.

The Board of Trustees reviews the Finances of the Union, receives updates from the sub-committees, and discusses and makes executive decisions on any matters that have arisen. The hope is that the Trustee Board will be forward thinking, and support the development of the UWSU.

The Board of Trustees

The Board of Trustees is the highest decision making body in the organisation, ultimately responsible for the work of the UWSU with particular responsibility for its financial well-being, strategic direction and legal compliance. You would sit as a Student Trustee and together with the Sabbatical Trustees and External Trustees and University nominated Trustee would comprise the Membership of the Board. The UWSU Chief Executive Officer who acts as first point of contact for the UWSU shall be in attendance and other Senior Management staff as required.

It is of great value to the UWSU to bring in individuals with the expertise we need. Part of this role will be to ensure compliance and good governance as a charity, but also to work with the Chief Executive Officer to monitor progress towards achieving the UWSU strategic plan, whilst continuing to look for new opportunities that the Union could benefit from.

Who Are We Looking For?

The individuals appointed as Trustees will need to be sympathetic to the aims of the organisation and more generally share a commitment to the broader values of the student movement: student representation, student rights and the student experience and the importance of students having a platform to organise together to help make these values a reality.

The role requires a careful balance: Trustees need to respect the democratic will of the membership where possible but also be willing to think creatively and point out potential risk in any proposals. An eye for detail to ensure the UWSU is being well governed and the ability to see future opportunities are also important.

Commitment Required

Attendance

The key requirement is being willing and able to attend and contribute to the meetings of the Board. The Board will have 4 scheduled meetings each year, with other meetings added if required. Board members may also be invited to consider sitting on committees that have been delegated authority by the Board in different areas. Board members will also need to be available to approve decisions via email between meetings as required. Each meeting will have some reading and preparation work to do beforehand.

Term of Office

We are recruiting 1 Student Trustee to begin serving on the Board in the academic year 2018/19. The length of time a Student Trustee typically serves is 2 years or shorter if they stop being a student during this time (i.e. graduate).

Training

We utilise the support that is available from the National Union of Students (NUS) and the Charities Commission to ensure all Trustees are fully informed of the responsibilities associated with being a Charity Trustee.

Wider Involvement

Where Trustees wish to take a wider interest in what is going on within the Students' Union in addition to their formal duties as a Trustee we will welcome this. We aim to send the news of what is going on in each area of our activity to Trustees on a regular basis.

Trustee Role Description

Tenure

2 years (as long as you remain a student)

Role Purpose

The Trustees are ultimately responsible, individually and collectively, for all activity within The University of Wolverhampton Students' Union (UWSU). The Trustee Board is responsible for setting the vision and values of the organisation and for ensuring the delivery of organisational purpose. The Trustees ensure development of and agree a long-term strategy. They approve and monitor plans to deliver the strategy.

Key Responsibilities

All Trustees

Trustees are accountable for delivering the responsibilities detailed in the UWSU Memorandum and Articles of Association and supporting documents. Notwithstanding this all Trustees have a duty to:

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

Student Trustees and Sabbatical Trustees

Student Trustees and Sabbatical Trustees have a particular responsibility to:

- Ensure decisions of the Board of Trustees and its Committees take account of the needs and views of the UWSU members
- Ensure the UWSU considers the needs and views of all student groups including as examples Postgraduate, International and part-time students
- Ensure effective communication between the UWSU and its members

External Trustees & University Nominated Trustees

External Trustees have a particular responsibility to:

- Use their particular knowledge, skills and experience to improve the decision making of the Board of Trustees and its Committees
- Support and empower the Student and Sabbatical Trustees to act as student leaders for the UWSU
- Act as mentors, as required, for new or less experienced Trustees

Expectations, Trustees should be:

- Committed to the purpose, charity objects and values of UWSU
- Committed to facilitating student leadership both within and through the Trustee Board and through the wider democratic structures of UWSU
 - Constructive about other Trustees' opinions in discussions and in response to staff members' contributions at meetings
- Able to act reasonably and responsibly when undertaking Trustee Board responsibilities
- Able to maintain strict confidentiality
- Understand the importance and purpose of Trustee Board and Committee meetings and be committed to preparing for them adequately and attending them regularly
- Able to analyse information and when necessary challenge constructively
- Able to make collective decisions and stand by them
- Able to respect boundaries between management and governance functions
- Excellent role models who promote the highest standards of probity and integrity
- Firm supporters of equality of opportunity and committed to promoting diversity

Eligibility

All appointed and elected Trustees are required to sign a Trustee Declaration Form.

To be eligible to be a Trustee and by applying for this role you declare that you:

- Are willing to act as a Trustee 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).
- Understand your organisation's purposes (objects) and rules set out in its governing document
- Are not prevented from acting as a Trustee because you:
 - have an unspent conviction for an offence involving dishonesty or deception
 - are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
 - have an individual voluntary arrangement (IVA) to pay off debts with creditors
 - are disqualified from being a company director
 - are subject to an order made under section 429(2) of the Insolvency Act 1986
 - have previously been removed as a Trustee due to misconduct or mismanagement
 - are disqualified from being a Trustee by an order of the Charity Commission under section 181A of the Charities Act 2011

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 (**no more than one side of A4**) 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