

ROLE DESCRIPTION - Trustee

**Role Title:**Student Trustee

**Term:**2 years from date of appointment, with an opportunity to undertake a second term – subject to you being a enrolled student at the University of Winchester.

**Time Commitment:**Between 4 and 6 meetings per year plus optional additional events in between.

**Member of:**Winchester Student Union Trustee Board and nominated sub-committees

**Remuneration:**Out of pocket expenses for travel and subsistence.

ROLE PURPOSE

As a member of our Trustee Board you will champion and scrutinise the strategic direction of Winchester Student Union. You will challenge the organisation to deliver a creative and exciting environment in meeting our vision of having a positive impact on each and every one of our members.

Specifically you will work collectively:

1. To ensure that Winchester Student Union works in accordance with the Constitution.
2. To ensure that Winchester Student Union uses its resources effectively and does not spend money on activities outside its remit, no matter how worthwhile or charitable those activities are.
3. To contribute actively to the Board of Trustees’ role in giving firm strategic direction to the Student Union, agreeing and monitoring overall strategy, setting targets and evaluating performance against agreed targets.
4. To safeguard the good name, reputation and values of the Student Union.
5. To ensure the financial stability of the Student Union.
6. To protect and manage the property of the charity and ensure proper investment of the charity’s funds.
7. To monitor the performance of the Union’s Senior Manager.

**ADDITIONAL DUTIES OF THE POST**

Trustees are expected to use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions (it is anticipated that appointed Trustees will help to ensure an appropriate range of skills, knowledge and experience). This will involve:

* Scrutinising board papers and strategic documents
* Leading discussions
* Focussing on key issues
* Providing guidance on new initiatives
* Providing guidance on other issues as required, in which the Trustee has special expertise

The Trustees will be liable, both as a body and as individuals, for the actions taken on behalf of the Student Union. The have a duty to act in the best interests of the Student Union and a duty of care to all those with whom they have dealings. They are responsible for the strategic direction of the Student Union. They have a duty to assess and mitigate risks; a duty to invest funds prudently; and a duty to keep records and file returns to the regulatory bodies, including the Charity Commission.

All Trustees are expected to make sure that they fully understand their responsibilities; to read and understand papers; and to understand the implications of their decisions.

Trustees are expected to portray a positive image, both internally and externally of the Winchester Student Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.

**OTHER**

You will be expected to complete an Induction Programme and to participate in any training programme, meeting or conference considered relevant to the position. Trustees should make themselves familiar with the Charity Commission’s guidance on external trustees ‘CC3’ by checking the following link:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

If you have any further queries about the role of Student Trustee, please do not hesitate to contact the Student Union President, [su\_president@winchester.ac.uk](mailto:su_president@winchester.ac.uk)

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Expression of interest form

Student Trustee

**Name:**

**Address**

**Email:**

**Telephone:**

In addition to completing the below declaration, please answer the following questions to the best of your ability using additional sheets if required.

**Why do you wish to become a Student Trustee of Winchester Student Union?**

**What experiences and expertise would you bring to the board of Trustees?**

**What is your favourite and least favourite thing about Winchester Student Union Student Union?**

**Trustee declaration of eligibility**

I declare that;

• I am over age 18.

• I am not an un-discharged bankrupt.

• I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission.

• I am not under a disqualification order under the Company Directors' Disqualification Act 1986.

• I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).

• I am, in the light of the above, not disqualified by the Charities Act 1993 (section 72) from acting as a charity trustee.

• I undertake to fulfil my responsibilities and duties as a trustee of Winchester Student Union in good faith and in accordance with the law and within the Student Union’s objectives /mission.

• I do not have any financial interests in conflict with those of Winchester Student Union (either in person or through family or business connections) except those which I have formally notified in a conflict of interest statement; I will specifically notify any such interest at any meeting where trustees are required to make a decision which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.

Name.............................................

Signed.............................................Date...............

Please return your completed expression of interest form by the 1st November October 2018 to:

**The President**

Winchester Student Union

Sparkford Road

Winchester

SO22 4NR

**SU\_president@winchester.ac.uk**