


UNIVERSITY OF SALFORD STUDENTS' UNION

Recruitment Information Pack

Student

Trustee April

2019

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Section One – Governance

We hope that by reading this information it will tell you a bit more about how the Students' Union works and how the current governance and resources are managed.

1.1 The Students' Union

The University of Salford Students' Union is the independent representative body of students at the University. The Students' Union is a registered charity. To date, there are approx. 18,000 Salford students.

Our Mission (why do we exist):

We empower students to make change and succeed.

Our Vision (what we want to be):

"We will confront and overcome the barriers to learning to ensure all Salford students are unstoppable".

Our Values:

The best thing about the University of Salford Students' Union (USSU) is our culture. As we grow, we want to have a culture that we are proud to share with anyone who touches the Students' Union.

We have five core values to define what exactly the USSU culture is. They are reflected in everything we do and every interaction we have. Our core values are always the framework from which we make all of our decisions.

We are.....

Student Powered: We are focused on the needs of our members

Change Makers: We are creative, progressive and kind

Straight-Forward: We are open, candid and proactive

Effective: We are professional and collaborative

Inclusive: Equity is at the heart of everything we do

The Union's new Strategic Plan makes five key promises to students

- We will offer something for every student
- We will make the changes students want to see within three years
- We will nurture students personal & professional development
- We will help students to be happy and healthy at university
- We will be an outstanding organisation focused on students

With this plan having just being approved by our members, this is an exciting time for the union

as we begin the next phase of our journey and develop a new strategic plan in consultation with our members.

1.2 Governance

The Union is democratically controlled by its members through the annual election of a team of student representatives who form the Union's Trustee Board. The membership of the Trustee Board is as follows:

- Five Sabbatical Trustees (1 x President, 4 x Officers each of whom is responsible for one of the University's 4 academic Schools)
- Four Student Trustees
- Four Non Student Trustees (external experts appointed by the sabbatical and student trustees)

The Trustees determine strategic policy for all areas of Union activity. The Sabbatical Trustees are full time officers of the organisation and work for the Union for a year either during or at the end of their degree course in order to represent students on a full time basis

The Sabbatical Trustees work alongside the permanent Union staff to implement and carry out the strategy and policies set by the Trustee Board. The permanent staff team is managed by the Chief Executive, who is directly accountable to the Trustee Board for the Union's performance.

Trustees are not be involved in day to day affairs, but take an overview of how the Union is performing, both financially and in delivering services to students. The Trustee Board is responsible for the governance and financial and strategic management of the Students' Union. For example, the Trustee Board approves the Union's financial plans and top-level strategies, oversees the Union's accounts and ensures compliance with relevant legislation. Although the Trustee Board has elected students as members (the sabbatical officers), it is not a political body and does not make decisions relating to the political campaigning work of the Union.

The Trustee Board's remit can be summarised as:

- Formulating, implementing and monitoring strategic plans.
- Providing effective financial management and oversight, including the formation of budgets.
- Monitoring and evaluating the performance of staff, services and activities.
- Supporting the Chief Executive and reviewing his/her performance.
- Providing effective Risk Management Systems.
- Ensuring comprehensive ongoing member consultation.
- Promoting the active involvement of members.
- Ensuring effective election/selection, induction and appraisal of Trustee Board members.
- Considering Committee Reports.

1.3 Finance & resources

The Union receives an annual grant from the University to fund its activities and has an annual turnover from its commercial operations in excess of £2m. The grant and the surpluses generated from the commercial operations enables the Union to spend over £900,000 on the direct provision of student representation, recreation and development activities. 35 people make up the permanent staff team and approximately 60 student casual staff members are employed on a seasonal basis. The Union has approximately 18,500 student members and provides services to a further 2,500 people who work in the University.

The Union's offices are located on the main University campus, within University House.

1.4 Student services

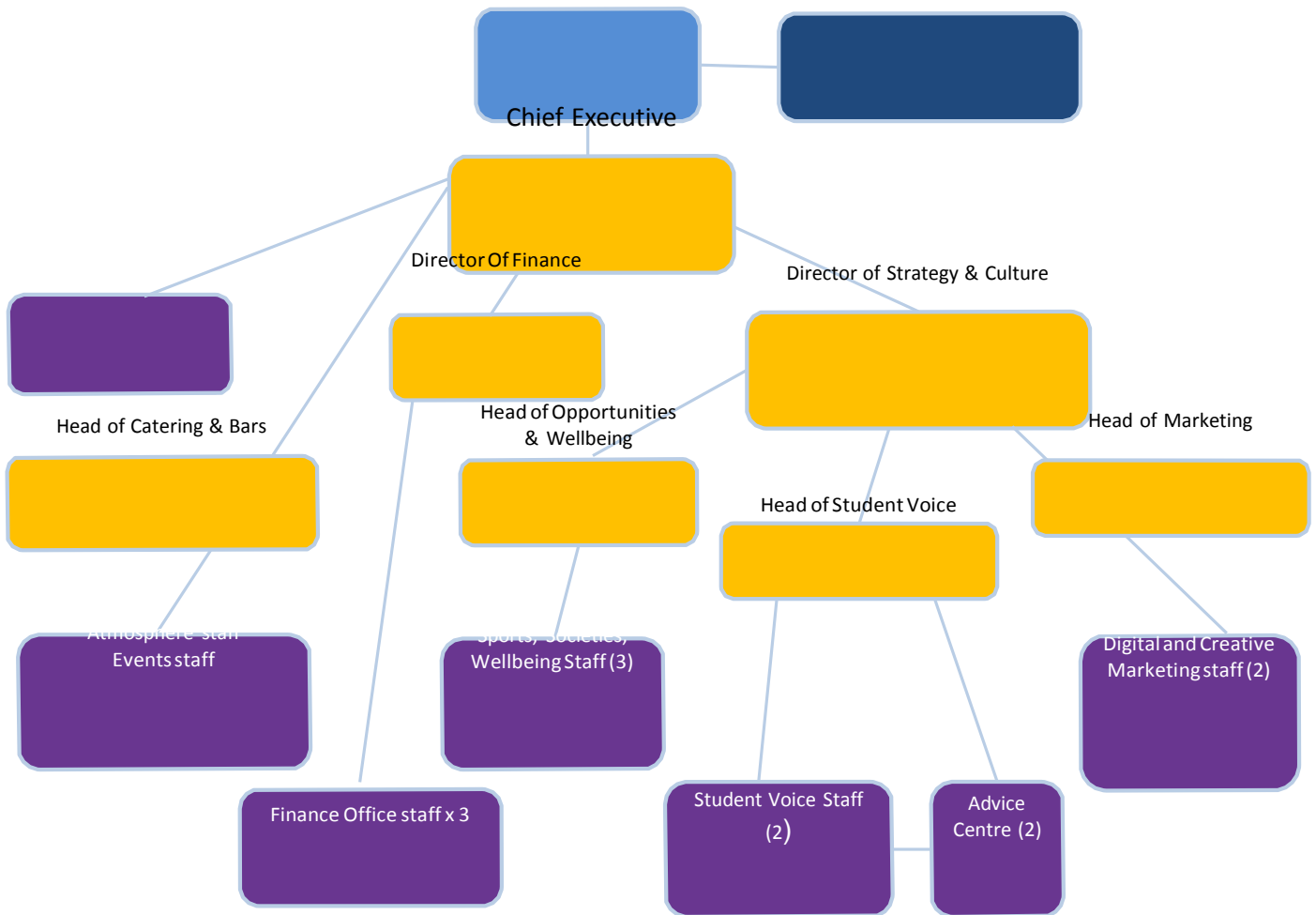
The Union is involved in a very wide range of activities. Its core purpose is to represent students and provide activities for them to enhance the student experience. The Union organises campaigns on issues of concern to the generality of students, administers the work of over 70 student societies and championship winning sports teams, trains and develops over 500 student representatives and operates a Student Advice Centre.

The Union's commercial activities and interests include a food led licensed venue, café and nightclub as well as running events drawing in thousands of students

Staffing structure

The Union is managed day to day by the CEO and a Senior Leadership Team composed of the Director of Advocacy, Director of Engagement, Director of Finance.

You will have more information about each of the Union's services and departments at your induction in June 2019



Correct as at March 2018

Section Two: Role Description

a) Regulations of the Constitution

The Union's Constitution formally describes the role of student trustees as follows:

45. Subject to Clause 46 below, up to 4 Student Trustees shall be appointed by the Student Council from such persons as have been nominated by an Appointments Committee of the Trustee Board, provided that the appointment of each Student Trustee is ratified by a 75% majority vote of the Student Council. For the avoidance of doubt, such appointment shall not take effect until it has been ratified by the Student Council.

46. Each Student Trustee must be a Student at the time of his or her appointment (and shall continue to be a Student for the duration of his or her term as a Student Trustee).

47. Student Trustees shall remain in office for a term of one year commencing in accordance with the Role of Trustees Guidance Document. The term of office may be shorter or longer on a transitional basis to coincide with the alteration of the year start or end.

48. A Student Trustee may serve a maximum of two terms which may be either consecutive or non-consecutive.

You can read our Constitution in full at:

<https://www.salfordstudents.com/about/governance/constitution>

b) Key responsibilities

The following points set out the responsibilities which a Trustee is expected to undertake.

1. Ensuring that the Union has a clear vision, mission and strategic direction and is focused on achieving these.
2. Being responsible for the performance of the Union and for its behaviour.
3. Ensuring that the Union complies with all legal and regulatory requirements.
4. Acting as guardians of the Union's assets, both tangible and intangible, taking due care over their security, deployment and proper application.
5. Ensuring that the Union's governance is of the highest possible standard.
6. To ensure that the Union complies with Charity Law and ensure that the Union prepares reports on what it has achieved and completes and returns its annual accounts
7. To ensure that the Union does not breach any requirements of rules set out in its governing documents and that it remains true to its charitable purposes and objects.
8. To act with integrity and avoid personal conflict or interest or misuse of charity funds or assets.

Further information on the legal elements of being a trustee of a charity can be found on the Charity Commission website here: <https://www.gov.uk/government/publications/the-essential-trustee->

[what- you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do](#)



c) Skills and experience (please try address these and any other points of interest in your answers to the questions in the application process)

The core skills expected of all trustees are:

1. Commitment to the Students' Union.
2. Willingness and ability to devote the necessary time and effort.
3. Strategic vision.
4. Able to exercise and take decisions with independent care and judgement.
5. Ability to think creatively.
6. Willingness to speak their mind.
7. Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
8. Ability to work effectively as a member of a team.
9. A commitment to displaying Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

d) Period of office.

The term of office is one year for Student Trustees. At the end of this period a Student Trustee can be re-appointed for an additional term of office of one year, providing that they remain a registered student of the University. Student Trustees must resign from the Trustee Board if they cease to be a student at the University of Salford.

e) Expenses.

Reasonable legitimate expenses will be reimbursed following appropriate financial procedures. This will be outlined in your induction session.

f) Training.

Appointees will be invited to take part in the annual induction exercise for the Sabbatical and student members of the Trustee Board which takes place on the 19th June 2018.

g) Time Commitment

The expected commitment required from Trustees is preparation for and attendance at the six meetings of the Trustee Board held each year.

HOW TO APPLY

To lodge your application to be considered as a trustee, please answer all questions in the application process which can be found at www.salfordstudents.com/jobs If you are unable to complete the online application, please contact s.wood@salford.ac.uk.

If you have any questions or would like to know more or have an informal discussion prior to submitting your application, please contact Zamzam Ibrahim at USSU-President@salford.ac.uk

We look forward to hearing from you soon. Thank you for your interest in the University of Salford Students' Union.