

Role Description

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| TITLE: | Trustee |
| REPORTING TO: | The Chair of the Board of Trustees |
| ROLE PURPOSE: | Trustees have and must accept ultimate responsibility for directing the affairs of the Students' Union, and ensuring, to the best of their ability, that it is solvent, well-run and delivering the objectives for which it has been set up. They should maintain a collective responsibility at all times. |

MAIN DUTIES AND RESPONSIBILITIES

1. To ensure that the Students' Union has a clear strategic vision, that meets the needs of its members and is delivered through a robust strategic plan, underpinned by strong values and supported by strategic enablers.
2. To ensure that the Students' Union's governance is of the highest standard, complying with all legal and regulatory requirements, including its governing document, charity law and any other relevant legislation or regulations.
3. To be the guardians of all Students' Union assets, taking all due care over their security and usage, ensuring that they are used exclusively in pursuance of the agreed objectives.
4. To maintain proper financial control and ensure that the Students' Union applies its resources exclusively in pursuance of its charitable purposes.
5. To be responsible, along with the other Trustees, for monitoring and reporting on the performance of the Students' Union.
6. To have overall responsibility for risk management, key policies and procedures.
7. To agree any delegated authority and ensure such delegated authority is clearly expressed.
8. To act in the best interests of the Students' Union, applying reasonable care and skill at all times, obtaining external advice when necessary.
9. To oversee employment procedures and respect the roles of staff/volunteers.
10. To appoint and appraise the Chief Executive.
11. To support the operational management of the organisation.
12. To contribute actively to the work of the Board, attending all meetings, reading papers in advance of meetings.
13. To attend Board Committee meetings as appropriate, and to participate in other tasks as arise from time to time.
14. To be an ambassador for the Students' Union, safeguarding its good name and values.

LIAISON WITH OTHER PERSONNEL

Other Trustees (Officers, Students and Externals), the Students' Union Senior Leadership Team and other staff, University Officers and staff, and city and community leaders.

Person Specification

ELIGIBILITY REQUIREMENT: You must be eligible, under charity law and Students' Union regulations, to be a trustee at the Students' Union. Please see the Trustee Governance Eligibility Declaration Form.

| | CRITERIA |
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| Experience, Knowledge, Skills & Interests | Experience of at least one of the following: Equality & diversity; commercial/trading for profit or social enterprise; fundraising/income generation; legal/advisory; organisational development & planning; digital/data/impact measurement/CRM/it; finance/audit; risk management; safeguarding; HR/people development; marketing/PR/campaigning/social media/communications; charity or corporate governance; volunteer management & development; education/youth work. |
| | Understanding of democratic membership organisations |
| | Commitment to student leadership, representation, advocacy and campaigning |
| | Understanding of issues affecting under-represented student groups |
| | Understanding of confidentiality and conflict of interest |
| Personal qualities: | Ability to absorb and understand large quantities of information, and be able to summarise key points and issues for discussion. |
| | Ability to contribute ideas, think strategically and creatively to support the implementation of our strategic vision. |
| | Organised, reliable and able to prepare thoroughly for all meetings |
| | A diplomatic approach, able to listen to the opinions of others fairly and openly and with a willingness to speak their mind |
| | Commitment to understanding the role and the duties, responsibilities and liabilities of trusteeship |
| Additional requirements: | Commitment to the Nolan public service principles of honesty, openness, accountability, objectivity, integrity, selflessness and leadership |
| | Commitment to good preparation, devoting the necessary time and effort to the role, including attending required induction and training |
| | Commitment to Sheffield Students' Union purpose, vision and values |