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**ROYAL
HOLLOWAY
STUDENTS'
UNION**

**WE'RE HERE TO MAKE STUDENT LIFE
BETTER AT ROYAL HOLLOWAY**

**RECRUITMENT PACK:
STUDENT TRUSTEE**

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Welcome.

Royal Holloway Students' Union's mission is to make student life better at Royal Holloway. As a registered charity with a turnover of approximately £6m, we employ over 50 permanent staff and 350 student staff, delivering a range of services including bars, a shop, an advice centre, sports clubs, societies, and media outlets, while supporting academic reps, Community Officers, and student-led campaigns.

Role details

The Board of Trustees provide strategic direction for the charity and accountability for its financial and legal obligations, as well as its reputation.

The Board of Trustees is made up of:

- Four elected sabbatical officers
- Three student trustees (recruited from the student body)
- Five external trustees (individuals from outside of Royal Holloway, appointed based on their skills and experience)

This voluntary role will give you a valuable insight into the workings of a charitable organisation along with significant influence on decisions being made by the Students' Union. You will get the chance to discuss, debate and decide on the strategic direction of the organisation and its plans for the future while ensuring it is always acting in the interests of its students.





To apply for this role, you must be a registered student for the 2024/25 academic year. You will be required to commit to one day of induction on Wednesday 26 June and at least four Board of Trustee meetings throughout the academic year, including Thursday 27 June 2024 from 3pm-6.30pm.

Key information.

Position: Student Trustee

Term: 26 June 2024 until 13 June 2025

Hours of work: Four Board of Trustees meetings throughout the academic year

Contract: Voluntary, unpaid

Induction: All day Wednesday 26 June 2024 and observing Board meeting Thursday 27 June, 3pm-6.30pm.

Please note, these dates are compulsory.

Essential duties.

The Charity Commission sets out responsibilities of Trustees as the following:

- Ensuring that the charity is carrying out its purposes for the public benefit (this includes, but is not limited to, understanding the charity's purpose as set out in the governing document and being able to explain how charitable activities help meet these purposes).
- Comply with charity's governing document and law (this includes, but is not limited to, complying with charity law requirements and any other laws that apply to the charity).

- Act in the charity's best interests (this includes, but is not limited to, making balanced and adequately informed decisions, thinking about both the long and short term).
- Manage the charity's resources responsibly (this includes, but is not limited to, making sure the charity's assets are only used to support or carry out its purposes and not taking inappropriate risks with the charity's assets or reputation).
- Act with reasonable care and skill (this includes, but is not limited to, giving enough time, thought and energy to their role, for example by preparing for, attending and actively participating in all Trustee meetings).
- Ensure the charity is accountable (this includes, but is not limited to, being able to demonstrate that the charity is complying with law and is well run and effective).
- Making decisions as a Trustee Board (this includes, but is not limited to, acting within the powers of the Board and dealing with conflicts of interest).

Other duties may include:

- Reviewing and monitoring the organisation's strategic plan, through KPIs and impact measurement.
- Contributing to and signing off the organisation's annual budget, ensuring financial sustainability.
- Considering appropriate strategic investments that advance the aims and charitable objects of the organisation.





How to apply.

Applications must be submitted via email to Tony Logan, Chief Executive Officer: tony.logan@su.rhul.ac.uk and must include:

1. Recent Curriculum Vitae (CV)
2. A cover letter (maximum two pages) setting out your motivation for applying, and the skills and experience you can bring to the role.
3. Availability for interview dates. Please be as flexible as possible.

Applications should be submitted by 9am on Monday 20 May 2024. Shortlisting of candidates will take place on Thursday 23 May and if selected, you will be contacted regarding interviews by Monday 27 May.

Interviews will be held online across the following dates and times:

- Tuesday 4 June (9am-1pm)
- Wednesday 5 June (9am-1pm)
- Friday 7 June (1pm-5pm)
- Friday 14 June (9am-1pm)