



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



## **RECRUITMENT PACK: STUDENT TRUSTEE**

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# Welcome.

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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 250 student staff, delivering a range of services including bars, a shop, an advice centre, sports clubs, societies, and media outlets, whilst supporting student-led campaigns and our many Student Community Leaders across sports, societies, academic and inclusion.

# Contents.

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- 03 Our Strategy
- 04 Board of Trustees & Governance Structure
- 05 Key Information
- 06 Why Should YOU Apply
- 07 Our Expectations
- 08 How to Apply
- 09 Legal Information



# Our strategy.

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**Our overall mission is to make student life better at Royal Holloway but how do we achieve this?**

Through our strategy: Building Community, Leading Change for 2024-2027.

## Strategic Aims:

- Building Communities for all Students
- Building Stronger Student Voice and Representation
- Providing Inclusive Activity and Spaces
- Providing Advice and Advocating for Students

## Enabling Themes:

- People and Culture
- Physical and Digital Infrastructure
- Well-Governed and Sustainable

Enabling our purpose and strategic aims, these areas form the backbone of our plan. Firstly, we must recruit great people who share our values and believe in our mission, fostering a collaborative and inclusive culture. Next, we must get our governance in order and invest in our physical and digital infrastructure to ensure it is fit for purpose. We also need to think sustainably in our everyday practices to ensure RHSU and the environment can thrive for years to come.

Want to read more about our strategy? Head to: [su.rhul.ac.uk/strategy](https://su.rhul.ac.uk/strategy).

# Board of Trustees (& Governance Structure)

## Board responsibilities.

**The Board of Trustees provides 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**  
(Elected by RHSU members to represent them and serve as Trustees)
- **Three student trustees**  
(Non-elected positions open to all current students and recruited via a formal selection process)
- **Five external trustees**  
(Non-elected positions for individuals from outside of Royal Holloway, appointed based on their skills and experience. They also provide continuity given their extended term)

The Board of Trustees has ultimate responsibility for the financial matters of RHSU and in giving strategic direction, ensure that the organisation is solvent, well-governed, sustainable and delivering the charitable objectives for which it was established.

The Board are responsible for ensuring the Chief Executive and staff team deliver the strategic ambitions and objectives. The Board are also responsible for facilitating their own good practice which promotes transparent decision making and positive and inclusive behaviours within meetings.



## Key information.

**Position:** Student Trustee

**Term:** August 2025 - 30 June 2026

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

**Contract:** Voluntary, unpaid

**Induction:** Tuesday 05 August, 1pm - 5pm

Please note, dates are compulsory.

## Key Responsibilities & Duties of a Trustee.

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

- Ensuring that the charity is carrying out its purposes for the public benefit (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 (complying with charity law requirements and any other laws that apply to the charity).

**Trustees have a responsibility to:**

- Strategically direct the affairs of RHSU
- Ensure the charity adheres to Charity Law and other relevant legislation
- Abide by the governing documents and byelaws
- Ensure RHSU remains solvent, well governed and delivers its charitable objectives
- Act in the best interests of the charity and abiding by the Trustee Code of Conduct

More information about the role of a Trustee can be found at [CharityCommission.org.uk](https://www.CharityCommission.org.uk) or [ncvo.org.uk](https://www.ncvo.org.uk)

# Why should you apply?

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## Benefits of becoming a Trustee.

### Contribute to a Great Cause:

- You'll be ensuring that RHSU delivers its mission to make student life better at Royal Holloway

### Strategic Experience:

- You'll be involved in making strategic decisions that benefit students now and in the future

### Professional Networks:

- An opportunity to grow your professional network and contacts

### Skills Development:

- You'll learn some new skills and have Board level experience for your CV

### Team Working:

- Collaborate with a range of Trustees and staff and learn to constructively challenge new ideas

This is a voluntary and unpaid role that will give you significant insight and experience into how a medium sized charity operates and the ability to influence strategic decisions.

# Our expectations.

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## What do we expect from you.

- You'll need to be a registered Royal Holloway student for the 2025-26 academic year
- Be passionate about RHSU's mission and its values of RHSU as a democratic, student led organisation
- Be aware of and have an interest in issues facing students locally and nationally
- Be able to constructively challenge the status quo, work effectively as a Board and make informed decisions

### Time Commitment:

- The Student Trustee term of office runs from August 2025 to 30 June 2026
- Trustees are expected to attend four Board meetings per year (usually held between 3pm and 6.30pm), as well as the option to sit on Board sub-committees.
- You will be expected to read papers prior to Board meetings.



## How to apply.

Applications must be submitted via email to Sharanya Sivarajah, President: [President@su.rhul.ac.uk](mailto:President@su.rhul.ac.uk) with a CV and cover letter answering the following:

- Why do you want to be a Trustee?
- Why do you think you'll make an effective student Trustee and member of RHSU Board?
- How you could support RHSU to have a positive impact on the issues facing students and our **Priority 8.**
- Your availability between 10 am-4 pm on Tuesday 8 July and Wednesday 9 July for interview

Applications should be submitted by midday on Mon 30 June, with shortlisting on Wed 2 July. Successful candidates will be contacted by Friday 4 July, regarding interviews; interviews will take place between 10 am-4 pm on Tuesday 8 July and Wednesday 9 July.



# Legal Information.

RHSU is a Registered Charity 1141998 and Unincorporated Association. Although Trustees are ultimately and legally responsible for RHSU's activities, Trustees are provided with Directors Insurance. Following approval by our membership in May 2024, we intend to incorporate as a Company Limited by Guarantee by early 2026.

RHSU requires all Trustees to declare potential conflicts of interest before appointment so if you work or volunteer for an organisation that competes with or has a relationship with RHSU, you should declare this conflict. It doesn't necessarily mean you cannot be a Trustee.

## Eligibility.

If you are appointed to the role, you will be required to sign a declaration confirming you meet the following criteria.

- You have not been disqualified from holding a Trustee position or being a Company Director
- Be over the age of 18
- Have unspent convictions for certain offences, including any that involve dishonesty or deception