

Imperial College Union
Student Trustee Recruitment Pack - DRAFT

Dear Prospective Candidate

Thank you for your interest in becoming a Trustee of Imperial College Union. We are a vibrant and dynamic charity with a bright future – but we are never complacent and are always looking for ways to improve and to better serve our members, the students of Imperial College London.

A strong and active Board of Trustees is essential for us as we endeavour to build on recent successes and continue to move forward. Our governance review in 2012 aimed to strengthen our governance arrangements and, as a result of this, we are looking for new members to provide more strength and depth to the Board and ensure that the Union continues to develop.

The Union has achieved a lot in the past year, particularly in terms of finances, with significant improvements to financial performance and the financial position. We also have had significant achievements in student service provision and student engagement – in both our elections and in clubs and societies we enjoy the highest levels of student involvement in the country.

There is, however a long way to go and we have set ambitious targets for the future.

This pack should provide you with everything that you need to support your application; it contains:

- Role description and person specification
- Copy of Full Advert
- Summary Conditions of Appointment
- Summary governance and management arrangements
- Management Structure
- Application and selection process and timetable
- Equal Opportunities Monitoring form
- Trustee declaration
- Strategy 2013-16

Applications should be returned to Laura Fellows, Admin and HR Coordinator, at l.fellows@imperial.ac.uk or by post, and must be received by Monday 4th March at 12 Noon. If you require further

information, please contact Joe Cooper, Managing Director, on joseph.cooper@imperial.ac.uk.

We do hope you decide to apply for this position.

Yours faithfully,

David Goldsmith
Union President

Dame Julia Higgins
Chair of the Board of Trustees

Role Description

Purpose

The Trustees are ultimately responsible, individually and collectively, for all activity within Imperial College Union. The Board of Trustees is responsible for setting the vision and values of the organisation and for ensuring the delivery of organisational purpose. The Trustees ensure the development of, and agree, a long-term strategy and approve and monitor plans to deliver the strategy.

Key responsibilities

Trustees are accountable for delivering the responsibilities detailed in the constitution and the Terms of Reference for the Board of Trustees. All Trustees have a duty to:

- Ensure that Imperial College Union acts in accordance with its charitable objects, constitution and other guiding documents and remains true to its Mission, Vision and Values.
- Help Imperial College Union achieve its objectives and improves the lives of its members
- Ensure that Imperial College Union complies with all relevant legislation and regulations, including relevant Charities Acts and Education acts, and related regulatory requirements
- Ensure that Imperial College Union does not undertake activities that put its financial stability, members or reputation at undue risk.
- Work with other Trustees, staff and volunteers in a constructive manner and for the greater good of the Union
- Participate fully in Board meetings and join one of the Board's committees
- Use their personal skills and experience to ensure Imperial College Union is well run and efficient
- Seek professional external advice where there may be material risk to the Union or where the Trustees may be in breach of their duties, or at any other appropriate moment.
- Add value to the Board and the Union through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity

External Trustees have a particular responsibility to

- To ensure that the direction of Imperial College Union is in accordance with its members' wishes.
- To ensure effective communication between Imperial College Union and its members.

Removal from Office

Any Trustee may be removed from office via the democratic processes outlined in the Constitution. External Trustees may be removed by the Board following a process outlined in the Constitution.

Term of Office

Up to three years, decided upon appointment. External Trustees may be reappointed for subsequent terms of office.

Person Specification

	Essential	Desirable
Experience and Background		
Evidence of successfully working in a leadership or governance role (through work or voluntary experience)		X
A current student of Imperial College	X	
A current postgraduate student of Imperial College		X
A current International student of Imperial college		X
Knowledge		
A good understanding of the issues affecting postgraduate and international students in the UK and at Imperial College	X	
An awareness of the effective governance of organisations (public, private or voluntary sector)		X
A understanding of relevant legislation and statutory requirements, including charity law, employment law and health and safety law		X
Awareness of the systems and structures in, and issues affecting, Higher Education		X
Skills and Abilities		
The ability to challenge the status quo, test perceived wisdom and question authority	X	
Sound judgement and the ability to think corporately and strategically; ability to handle competing priorities and make informed decisions	X	
Strong Communication skills with the ability to relate to and communicate effectively with, people at all levels	X	
Values, Attitudes and Personal Style		
A leader on equality of opportunity who values diversity and removes barriers to equality	X	
An excellent role models who promotes the highest standards of probity, integrity and honesty	X	

An effective leader who is positive, determined and resilient enough to cope with the demands of the role	X	
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Advert

Trustee required

(Unremunerated)

Imperial College Union is the representative body for students of Imperial College London and provides wide-ranging services for its members at its campuses in London. The Union is a charity with annual revenues of £5 million and 150 staff. Our services range from a nightclub to a welfare advice service and from retail outlets to 300 sports clubs and societies. Led by students, supported by a professional management team, our ambition is to be one of the leading students' unions in the United Kingdom.

We are looking for two resourceful, determined and committed students to join our Board of Trustees to help us continue to improve the services we provide our members. We are ideally looking for postgraduate and international students to apply but will welcome applications from students with all backgrounds. We also particularly welcome applications from students with disabilities, from ethnic minorities or who study at campuses other than South Kensington, all of whom are under-represented on our Board.

This is an exciting opportunity to join a successful and dynamic organisation and to develop skills and knowledge. For an informal conversation about this opportunity, please contact David Goldsmith, Union President, on 0207 7594 8060 or Joe Cooper, Managing Director, on 0207 7594 8097.

Further information about Imperial College Union is available at www.imperialcollegeunion.org; for an application pack please contact Laura Fellows, Admin and HR Coordinator, on 0207 7594 2863 or l.fellows@imperial.ac.uk.

Closing date for applications 12noon, 15th November

First stage interviews 20th – 22nd November

Final interviews in South Kensington 29th November

SUMMARY CONDITIONS OF APPOINTMENT

Remuneration

The post is not remunerated; i.e. it is a voluntary and unpaid position.

Expenses

All out-of-pocket expenses will be reimbursed; this will include reimbursement of travel costs to all meetings, mobile or home telephone calls on Trustee business, printing and photocopying costs at home on Trustee business and all other reasonable costs incurred whilst carrying out the duties of being an Imperial College Union Trustee.

Terms of Office

The term of office is up to 2 years, from the point of appointment. The length of term will be decided upon appointment. External Trustees may serve additional terms of office, subject to agreement from the Board of Trustees.

Expected Time Commitment

The time commitment for this post is expected to be at least 6 days per annum plus preparation time, including attendance at all Board of Trustee meetings (1/2 day each, 6 per annum, including one 'away-day' meeting), membership of one Board Sub Committee (1/4 day each, approximately 3 meetings per annum), attendance at annual trustee training event (1 day per annum) and optional attendance at other events, meetings and planning days as required.

Training and Development

Imperial College Union is committed to providing comprehensive training and development to support its Trustees and their ongoing professional development. Imperial College Union will provide a comprehensive induction programme for all new Trustees, as well as an opportunity to meet elected officers and staff of the Union. Imperial College Union will also support and fund other relevant training that will benefit Trustees in their role as Trustees.

Equality of Opportunity

Imperial College Union is committed to the principles of equality of

opportunity and will endeavour to meet the needs of any candidate who fulfills the requirements of the person specification.

Our Charitable Purpose

Imperial College Union's charitable object, as detailed in its constitution, is the advancement of education of students at Imperial College London for the public benefit.

Our Vision

Our vision is to be recognised as the leaders in student development and engagement, at the heart of the Student Community at Imperial.

Our Values

Excellence

The Union strives to deliver first class services and experiences for its members, and works with the college to ensure that the student experience at Imperial College is second to none.

Inclusive

The principles of equality of opportunity are at the heart of the Union and we take positive action to promote diversity, take action on discrimination and strive for an inclusive and welcoming environment for our increasingly diverse student community

Innovative

We are bold and different – we constantly look for new ways of improving the student experience, whether directly through the Union or through the lobbying of the College and external bodies.

Democratic

The principle of student leadership is fundamental to the Union. At all levels students are empowered to influence and change the workings of the Union and their educational experience

Democratic Structures

Imperial College Union is a membership organisation; all students at Imperial College London are automatically members of Imperial College Union. The membership provides strategic and political direction through the Union's democratic structures, including referenda, general meetings, Union council, a range of committees and seven elected Trustees.

The Trustees

The Trustees of Imperial College Union are the five 'sabbatical officers', four 'external' trustees, one 'Alumni' trustee and four 'student' trustees. The sabbatical officers and two of the student trustees are elected each year by and from the student membership of Imperial College Union. The sabbatical officers take a year out of their studies (or immediately after graduating) to serve as a trustee; they can stand for re-election for a second year if they choose, but can serve for no more than two years. Unlike the trustees of most registered charities, the sabbatical officers are paid a living allowance and work a normal working week. The four student trustees have all the responsibilities of being a trustee, but are still studying and fulfill their duties on a 'part-time' and voluntary basis. Two of the four student trustees are elected by cross-campus ballot and take office on 1st August each year; the other two student trustees are selected via a recruitment process.

Chair and Deputy Chair

The Chair of the Board of Trustees is chosen by the Board from one of their membership. S/he is responsible for chairing meetings of the Board, assisting the Union President with the performance management of the Managing Director and acting as an ambassador of the Union to external stakeholders and the wider public. The Chair is chosen by and from the Board and must either be an External or Alumni Trustee.

The Current Chair of the Board is Dame Julia Higgins, DBE, FRS, FREng.

Meeting arrangements

The Board of Trustees currently meets six times per annum; one of these six meetings will be a day-long 'away-day', providing time and space for the Board to focus on the longer-term strategy of the organisation and address any training needs. The other meetings take place in London and last for approximately 3 hours.

The Board is supported by three Committees, the Finance and Risk Committee, the Appointments and Remuneration Committee and the Governance Committee.

The Finance and Risk Committee currently meets five times per annum and has delegated responsibility for overseeing and scrutinising all aspects of Imperial College Union's finances and risk management.

The Appointments and Remuneration Committee is a new committee that will meet at least twice per annum and has delegated responsibility for overseeing appointments to the Board and of the Managing Director, training and development of Board members and the remuneration of senior staff and sabbatical officers.

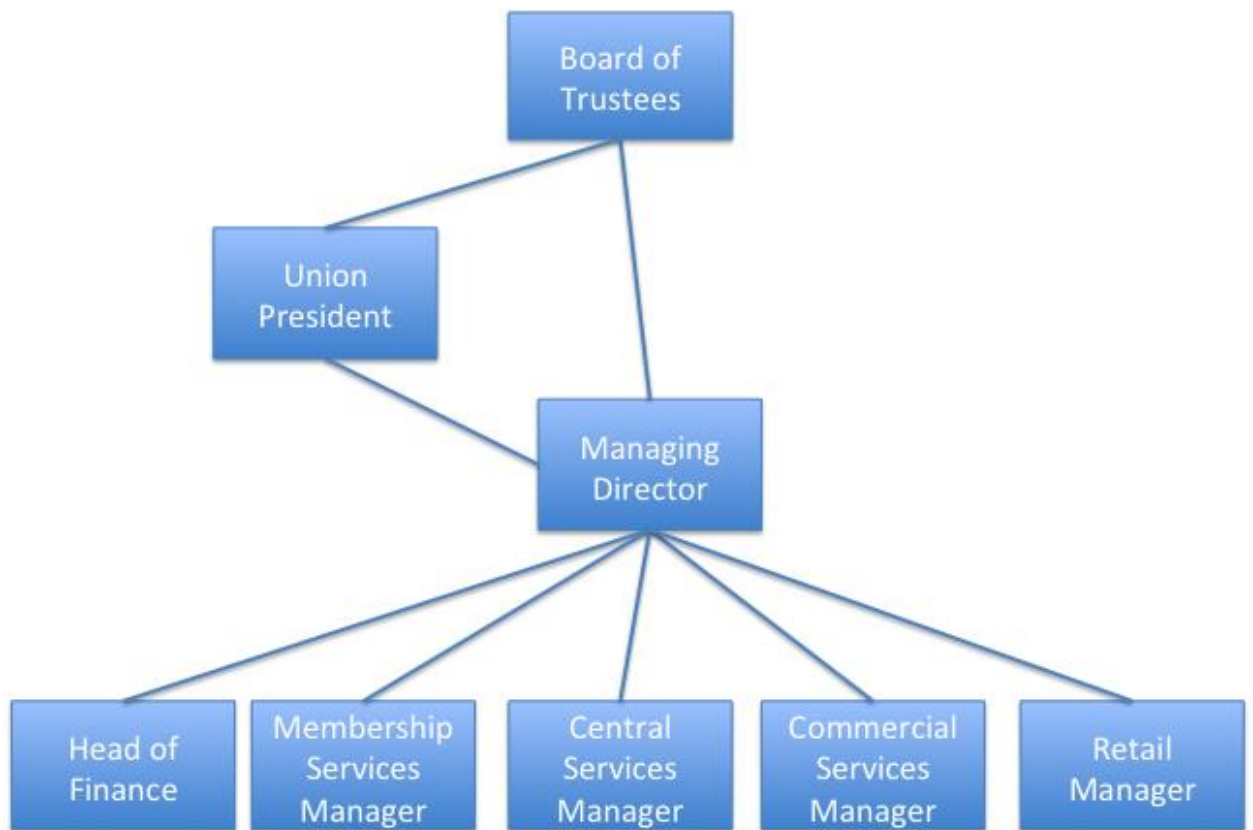
The Governance Committee is also a new committee that will meet at least twice per annum and has delegated responsibility for overseeing the effectiveness of the Union's Governance arrangements, overseeing the administration of elections and dealing with related complaints.

The Governance and Administration Manager supports the Union's governance function, the Board and its Committees and the Trustees.

Staff and Management Structure

Imperial College Union employs approximately 150 staff to provide services for its members. Staff are of two types - approximately 100 student staff, who work whilst completing their studies at the College; and approximately 50 'career' staff - professionals who have made working at Imperial College Union part of their career.

The Board oversees the work of staff through the Managing Director and Senior Management Team. Please see the diagram below



Recruitment and Selection Timetable

14th October	Advertise position
15 th November (12 noon)	Applications Close
18 th November	Long listing
19 th November	Successful candidates informed by telephone
21 st November	Interviews with long-listed candidates
25 th November	Shortlisting
26 th November	Candidates informed of outcome and feedback provided
29 th November	Final Interviews in South Kensington
2 nd December	Candidates informed of outcome and feedback provided

Applications

Application is via a comprehensive CV plus a supporting statement (of no more than two sides of A4) detailing why you are applying for the position and how you meet the requirements of the person specification. Candidates are also required to read and sign the enclosed Trustee Declaration and Equal Opportunities Monitoring Form, which will be separated from applications prior to long-listing.

Completed applications must be received by 12 noon, Friday 15th November.

Applications can be sent by email to l.fellows@imperial.ac.uk or by post to: *Laura Fellows, Admin and HR Coordinator, Imperial College Union, Beit Quadrangle, Prince Consort Road, London, SW7 2BB*

Further Information and Questions

For an informal conversation, further information or any questions about this opportunity, please contact David Goldsmith, Union President, on 0207 7594 8060 or Joe Cooper, Managing Director, on 0207 7594 8097.

Any reasonable expenses incurred in attending for interview will be reimbursed.

Equal Opportunities monitoring form.

To ensure applications are judged on merit and to ensure Imperial College Union employs Equal Opportunities best practice, this sheet will be separated from your application.

It would help us to promote equality of opportunity if you answer this form in full but, if you would prefer not to answer a question(s), you may leave question(s) blank

Title _____

First Name _____

Family Name _____

Email Address _____

Daytime phone number _____

Evening phone number _____

Where did you see this position advertised?

Address

Postcode _____

Gender

Male Female Other

Ethnic Origin

Black British Black African Black Other Asian British
Asian Other

White British White Other Other _____

Disability

The Disability Discrimination Act 1995 defines disability as “A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities. The disability could be physical, sensory or mental and must be expected to last at least 12 months”

Do you have a disability as defined by the Disability Discrimination Act?

Yes No

Do you require any assistance to enable you to attend interview e.g. signing?

Yes No

If yes, what type of assistance?

Have you ever been convicted of a criminal offence?

Yes No

If yes, please give details (except for convictions regarded as spent)

I declare that the details contained in this application are correct to the best of my knowledge and in particular that I have not omitted any material facts that have a bearing on my application.

Signed:

Date: D D/M M/Y Y

Trustees Declaration

All prospective Trustees must read and sign the below declaration and return the completed and signed form with their application.

I declare that:

- I am over 18 years of age
- I have never been convicted of an offence involving dishonesty or deception that is not regarded as legally spent
- I am not an undischarged bankrupt
- I have never been removed from office as a charity trustee by a Court or by the Charity Commission
- I have not been disqualified under the Company Directors Disqualification Act 1986
- I have not made compositions with my creditors from which I have not been discharged
- I am, in the light of the above, not disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee
- I understand that, as a trustee of Imperial College Union, I will be excluded from employment by Imperial College Union; therefore, if I am currently a staff member of Imperial College Union, I will have to resign my position upon taking office as a trustee

Signed: _____

Date: D D / M M / Y Y

Name (please print): _____