

Imperial College Union **Student Trustee**

Recruitment Pack

Join other students and the full-time elected officers on the Union's Board of Trustees – the governing body of the Union. Help oversee the legal, financial, and strategic direction of the Union, hold the full-time leadership team to account and make sure the Union is moving in the right direction for students.

Welcome from the Union President

We are delighted that you are considering the role of Student Trustee at Imperial College Union.

This is an exciting time for the Union. With the support of the College, we are undergoing a major process of transformation that should leave us a more sustainable, effective organisation that better supports students at Imperial. To achieve this, we must identify and recognise some of our big challenges over the coming years, as well as some exciting opportunities.



Abhijay Sood

Imperial College Union
President 2020/21

The student population at Imperial College is incredibly diverse, with different needs and different expectations of their Union. Our Union plays a vital role in ensuring all students across all campuses get the support they need to ensure they achieve their academic goals and have an excellent student experience more broadly.

A key value of our Students' Union is that we are inclusive. Therefore, applications from individuals are encouraged regardless of their race, gender/gender identity, sexual orientation, religion, age, disability status or any other characteristic. We are happy to discuss any reasonable adjustments people may require in the recruitment process, on commencement, or once in the post.

This pack is designed to give you all the information you'll need about the role, our Students' Union and the benefits of working with us, so if you are passionate about advancing the opportunities for students and supporting the development of a dynamic and passionate Students' Union this would be a great opportunity for you!

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About Imperial College Union

Imperial College Union is a **student-led, democratically run charity** with **elected representatives** who sit on Union committees, direct Union resources, and represent the views of students to the College and external bodies.

We are a registered charity and are the Students' Union for more than **21,000 students** at Imperial College London.

Imperial College Union is led by a dynamic team of five elected students – **the Officer Trustees** – who are elected each year by the student body. In addition to this we have a dedicated team of **40 permanent members of staff** and around **150 part time staff** who deliver our services and operations.



The **objective** of Imperial College Union is to **have a positive impact on the experience and outcomes of all Imperial College students from all backgrounds**. The way **positive impact** is delivered is through a combination of **service provision** (including a wide range of **membership** and **social enterprise** activities) and **advocating** for students by **representing** their interests to the College, lobbying for change.

Imperial College Union also operates to **the highest standards of charity governance, professional management, and leadership** and has a usual annual turnover of **£10M** (pre Covid-19).

The Union has a long, varied history, but **the last 18 months** have been especially **challenging**. The Union is currently in the middle of a period of **transformation with a new strategic plan** for the next few years and financial operating model currently in development.

About the Role

Imperial College Union is seeking to appoint **two Student Trustees** to join its Trustee Board. This is fantastic opportunity to join a charity that is also responsible for overseeing the affairs of the Union.

Our Trustees must ensure that the Union is well run and delivers our core charitable objectives. They must also ensure that the Union works for and with its membership in all that it does, with a collective responsibility for the strategic direction of the organisation. However, the Student Trustee brings to the position their individual perspective navigating the university as a student.

The Student Trustee is a fully vested member of the board with rights, responsibilities and privileges accorded to all trustees and in this unique role, you will gain invaluable skills and experiences, and be part of a team that makes key decisions regarding the long-term future of the Union.

Students must be willing to work in a collaborative environment where attendance and preparation are key for full participation. We are looking for individuals who are able to establish strong working relationships and take a collaborative approach to reach objective decisions.



About the Board

The Board of Trustees has overall responsibility for the oversight of the administration of Imperial College Union. The Trustee Board ensures that the Union meets the needs of its members and fulfils its responsibilities for the good governance of the Union, in line with charity law. The role of the Trustees is to **support the work of the Union in line with our visions and values.**

The Board is made up of 16 members:

- **5 x Sabbatical Officers of the Union**
- **4 x Student Trustees**
- **1 x Council Chair**
- **6 x External Trustees**

In addition, the **Managing Director** attends all meetings of the Board as well as the Governance Officer who is responsible for all minute-taking. There are several sub-committees of the Board identified in the Union's Bye-Laws:

Finance and Risk Committee

- responsible for financial controls, plans and reports, and risk management.
- this committee meets four times a year.

People, Appointments and Remuneration Committee

- undertake the search for external and appointed student members of the Trustee Board.
- advise the Trustee Board, on HR matters which include reviewing the policies and procedures of the Union in relation to staff as well receiving reports on re-grading of staff, re-structures, etc.
- this committee meets as required.

Governance Committee

- advise on member and associate member complaints and discipline in accordance with the Bye-Laws.
- oversee the administration of major elections by the Governance Committee in accordance with Bye-Laws.
- this committee meets as required.

Communications Committee

- responsible for the Union's overall communication strategy.
- ensures that the Union regularly reviews how it communicates with its membership, including the Union website, social media and papers such as our Impact Reports and Annual Report.
- responsible for reviewing how we support campaigns, how they are approved and how we measure their impact and success.
- this committee meets as required.

N.B.

Due to the ongoing pandemic, we have temporarily suspended all Board sub-committee meetings (excluding Finance & Risk) and Board have been meeting monthly to discuss critical items as we transition to a new normal.

Board sub-committee structures will be reviewed before the 2021-22 academic year begins.

Role

Student Trustee

Location

Imperial College Union Building/ Remote

Responsible to

Imperial College Union members, Union President and Chair of Board

Purpose of the role

The role of the Board is to safeguard and promote the values and mission of Imperial College Union, to determine the strategy and structure of the Union, to ensure the Union operates in an effective, responsible and accountable manner and to ensure the effective functioning of the board.

Student Trustees bring current Imperial College student experiences to the Board and are appointed to provide as wide a cross-section of the student population as possible.



Key responsibilities

The **responsibilities of the Student Trustee** are covered below:

- To ensure that the Union pursues its objectives as defined in its governing document and complies with any relevant legislation or regulations, including charity legislation.
- To actively contribute, together with the other trustees, the Officer Team and the Managing Director to the Board of Trustees role and ensuring that the Union has a clear strategic direction that meets the needs of its members and is focussed on achieving these.
- To be an ambassador of the Union, safeguarding and developing its reputation and values and represent the Board at functions and meetings as appropriate.
- To be collectively responsible for the actions of the organisation along with other trustees.
- To contribute actively to the Board of Trustees, using any specific skills, knowledge or experience to help the Board reach sound decisions.
- To safeguard the financial stability of the Union and ensure the proper investment of the charity's funds.

Other duties in addition to the above duties of all trustees, each trustee should use any specific knowledge or experience they must help the board of trustees reach sound decisions.

This will involve:

- Attending meetings, reading papers in advance and scrutinising board papers.
- Leading discussion and focusing on key issues impacting the Union
- Attend sub-group meetings as required
- Participate in other tasks as arise from time to time, i.e interviews or staff meetings.
- Keep informed about the activities of the organisation and wider issues which affect its work

Who should apply

Essential Criteria

1. A commitment to the values of the Union
2. A strong desire to make a difference to the students at Imperial
3. A willingness to meet the minimum time requirement
4. An ability to make decisions for the benefit of the members of the Union
5. An ability to work with integrity
6. Strong verbal communication with a readiness to openly offer valuable thoughts and feedback
7. An ability to engage across a variety of student issues
8. An ability to develop an understanding of the legal duties, responsibilities, and liabilities of a Trustee

Desirable Criteria

1. Any knowledge of Charity Law and governance processes
2. A good understanding of current issues in the Higher Education sector
3. Previous experience working or volunteering in any role within the Union

YOU

Time Commitment

The estimated time commitment is 10 hours per month. While there are six meetings over the course of a year, it is essential to come prepared for every meeting. Every meeting includes packets of meeting materials to read thoroughly and review in advance of the Board discussion. These materials usually consist of proposed budgets, policy, and other reports. It is essential that the Student Trustee is able to review these materials in advance of the scheduled board meeting, comprehend the key points, and formulate appropriate questions.

The position of Student Trustee is appointed for a period of one year.

Remuneration

The role of Trustee is unremunerated; however, travel expenses directly incurred in the role as Trustee on official business can be reimbursed.

Location

Due to current government guidelines around Covid-19, all meetings are currently being held remotely until further notice. Once staff are allowed on campus, we will operate with a blended model, with some virtual meetings and other physical meetings which will be held at our Union building:

Imperial College Union
Beit Quadrangle
Prince Consort Road
London
SW7 2BB

Conflicts of Interest:

All candidates will be asked to disclose any actual, potential or perceived conflict of interest, and these will be discussed with the candidate to establish what action is needed to avoid a conflict or the perception of a conflict.

In preparation for the application process, we recommend that you consider doing the following:

1. Meet with a current Student/Officer Trustee

It is recommended that you meet with a current Student Trustee before you apply. They can give you more information about the position, answer questions about the application process and their current duties. Please email Victoria to arrange this at icu.board@imperial.ac.uk.

2. Read through previous Board Papers

All students interested in the Union's governance is urged to read through the minutes to gain an idea of the topics generally discussed at Board and its sub-committee meetings. [Papers can be found here](#).

3. Review the Union's Strategic Plan

The Union is currently setting a new strategy for the organisation. A summary of the current draft, which will be approved by the Trustees in May, [can be found here](#).



How to Apply

If you wish to apply for this position, please supply the following:

- A detailed CV, highlighting your responsibilities and key achievements.
- A written submission of no more than two sides of A4 answering these three questions:
 1. What has drawn you to the role and would make you a good Trustee?
 2. How do you meet the criteria set out in the Trustee application?
 3. What would you like to gain from the experience, and what skills would you like to develop?

Complete and send the above to our Governance Officer, Victoria Agbontaen by 23:59 on 6 June 2021, via icu.board@imperial.ac.uk.

Interviews will be held on the week commencing **14 June 2021**.

If you would like to talk to someone regarding this role, please email icu.board@imperial.ac.uk.








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Connect with us:

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  [@aticunion](https://www.instagram.com/aticunion)