

**Imperial College Union
Board of Trustees / 28 February 2024**

Appointed Student Trustees/Second Student Member of College Council for 2024-25

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Purpose: To approve the proposed interview panel composition for filling the appointed student trustee vacancies and second student on College Council for 2024-25
To approve the proposed recruitment timeline

Decision(s): To approve

1. Governance and Process

Appointed Student Trustees

As set out in Byelaw B, up to two Student Trustees shall be appointed to the Board of Trustees. Dylan Hughes and Christian Oldfield were appointed for the 2023-24 Academic Year and are due to end their term of office on 31 July 2024. Dylan and Christian are both graduating this summer and are not intending to undertake further study nor therefore are they intending to seek reappointment as appointed student trustees.

With Dylan and Christian graduating, and 2 x appointed student trustee vacancies therefore arising, we will run a robust recruitment process to ensure the right candidates are selected to be a part of next year's Board.

We propose to run an internal appointment process which would involve an online campaign for the Student Trustee role, including an ICU Student Trustee candidate pack consisting of:

- i. A welcome/introduction letter from the President
- ii. ICU Background - mission, values, services we provide
- iii. Strategic Plan and Aims
- iv. About the role - Board membership and responsibilities, brief description of the subcommittees of Board, required time commitment, expenses, etc.
- v. Job Description - purpose of the role, key responsibilities, etc.
- vi. How to apply – submission of a CV and answers of no more than two sides of A4 to three situational questions that seek to draw out how the candidate thinks and how they might respond to situations they would be faced with as a trustee.

Second Student Member of College Council

In addition to the Union President (who is an *ex officio* member), in February 2023 College Council agreed that a second student member of College Council will be nominated by the ICU from its Board of Trustees. In further conversations with College, last year's Union President arrived at an agreement that, as long as we have made every reasonable effort in ensuring the diversity of characteristics of that candidate compared to the President, the ICU Board can select who they think would be best for the role. In conversation with the Central Secretariat, we are working with the assumption that College Council will be happy for us to proceed in this way again this year, however, this will be confirmed as a process at the next meeting of College Council's nominations committee in March.

Assuming there is no change to the process this year, there will be *nine* Trustees from the 2024/25 Board eligible to be the second student member of College Council for next academic year: the two Elected Student Trustees, the two Appointed Student Trustees, four Officer Trustees, and the Union Council Chair. Last year, the Board agreed to the following selection procedure:

- i. Receive indications of interests from the eligible incoming 2024-25 Trustees
- ii. A panel of current Trustees interviews the candidates
- iii. The successful candidate is then ratified by the ICU Board of Trustees and proposed to the College’s Nominations Committee.

2. Timeline

As the 2 x appointed student trustees for 2024-25 need to be appointed at the May Board meeting first, we propose to use the following timeline for appointing the 2 x appointed student trustees and the second student member of College Council: -

March 2024	Pre-campaign preparation for Appointed Student Trustee recruitment: prepare candidate pack, application process and website pages.
End of March 2024	Recruitment Pack goes live on website: application process opens
Mid-April 2024	Closing date for all Appointed Student Trustee applications
Beginning of May 2024	Shortlisting of Appointed Student Trustee Candidates
15 May 2024	Interviews and selection of 2 x Appointed Student Trustee
28 May 2024	Ratification of Student Trustees by Union Council
29 May 2024	Approval of Student Trustees at Board meeting
June 2024	<p><u>Second College Council member</u></p> <ol style="list-style-type: none"> i. Receive indications of interests from the eligible incoming Trustees ii. A panel of current Trustees interviews the candidates iii. The successful candidate is then ratified by the Board of Trustees by email and proposed to College Council’s Nominations Committee
July – September 2024	Official induction and training to begin for incoming Trustees

3. Proposed Interview Panel for Appointed Student Trustees / College Council place

Stephen Richardson – Chair

Camille Boutrolle – Union President

A current Student Trustee who is available to make date of interviews

With Clem Jones – acting as panel secretary

Board is asked to approve the proposed recruitment timeline and approve the interview panel composition for filling the appointed student trustees place for 2024-25.