

# ABERTAY SA

**TRUSTEE**  
And make a difference

Student Trustee: Information Pack

## Abertay SA – at the heart of student life

Abertay University is in the business of creating life chances. Abertay Students Association is in the business of helping people grab those chances with both hands.

University life is about far more than exams and coursework. Our job is to help people feel like they belong and become part of Abertay – before, during and after they study here. We create this sense of belonging by providing opportunities for students to connect, grow and learn outside of the classroom. These opportunities for positive social connection will allow Abertay students to come together in ways which develop skills, leadership behaviours and the confidence to be themselves.

Our students work hard and they manage this with increasingly complex lives and with less funding or support than has been available in previous years. This situation is unlikely to improve within the next five years. Many of our students live at home, a high proportion come to Abertay after spending time at college, a lot will have part time jobs, many have parenting or caring responsibilities and we have a high number of mature students. Abertay University is proud of its diverse and inclusive approach to higher education in the local, national and global context – openness and accessibility are key drivers for the institution. Over a third of our entrants come from the 40% most deprived neighbourhoods in Scotland, and 1 in 6 come from the 20% most deprived neighbourhoods.

We believe that the sense of welcome and belonging we create will:

- bring people into the University
- keep them here through good times and bad
- help them make the most of their experience when they leave
- make a positive impact in the world.



## **What we do**

Abertay Students Association provides a wide range of activities and services for the benefit of its 4,000 students.

### **Representing**

Students need to believe that our democracy works, that they are being properly represented and that this leads to the right outcomes so that they are motivated to participate. Leadership skills and behaviours distributed among our membership are essential for a strong students association and to perform the vital 'critical friend' function with the University. From class reps and elected officers to working groups and committees – we work for our students.

### **Improving**

We will be a strong and authentic voice for students, linking with democratic structures and challenging the University whenever this will make a positive difference for students, individually and collectively. We have an important role in improving the academic experience for students. Abertay SA represents students' views and works in an assertive partnership with the University. We enable our students to play an active role in shaping their course and enhancing the student learning experience.

### **Supporting**

We recognise that it can be a daunting task for a student to ask for help, particularly if it might bring them in to conflict with the University. We offer a Student Advice Service, concentrating on academic issues, housing and welfare. This service is free, confidential and available to all Abertay University students. We are committed to providing impartial, confidential advice and advocacy whenever necessary. We want students to be supported whatever the issue, no matter how big or small.

### **Employability**

We support students to develop and lead societies, to offer volunteering opportunities and to fundraise for other charities and good causes.

We offer our students a range of opportunities and experience which will support them both during and after their studies.

### **Developing space and place**

We are moving from an 'office' where you find our staff and officers, but instead becoming the hosts of a space where students come to:

- access support and services
- connect with their peers on academic and non-academic topics
- build projects, businesses and networks
- link with vibrant and creative communities in the city of Dundee

We will work with the University to make sure that students are involved in designing and delivering new spaces around campus.

## **Abertay SA as a charity**

Abertay Students Association is a charity that is registered with the Office of the Scottish Charity Regulator (OSCR) and has the following charitable purposes:

- The prevention and relief of poverty of students
- The advancement of citizenship and community development
- The advancement of education
- The advancement of the arts, heritage, culture and science
- The advancement of health among students
- The organisation of recreational activities for students who have need of them by reason of financial hardship or other disadvantage
- The promotion of religious and racial harmony
- The promotion of equality and diversity
- The promotion of charitable fundraising activities.

All charities must comply with the Charities and Trustee Investment (Scotland) Act 2005. More information about the legal duties of charity trustees can be found:

<http://www.oscr.org.uk/managing-your-charity/trustee-duties/>

Abertay Students Association is a registered Scottish charity, number SC036647. As a charity, the SA has a Trustee Board that has ultimate responsibility for setting the strategic direction of the Students' Association, ensuring it is solvent, well-run, meets its mission, vision and values and delivers its charitable purposes. The trustees of the charity consist of 2 Sabbatical Officers (elected), 4 Student Trustees (appointed) and 2 External Trustees (appointed).

The SA employs a number of staff. The permanent staff provides continuity, professional and managerial expertise and are responsible for undertaking the day-to-day management and running of the organisation, implementing Students' Association policy.

All staff ultimately report to the Chief Executive, who in turn reports to the Trustee Board. The Chief Executive has overall responsibility for the strategic and general management of the Students' Association.

Staff of the SA work in three main areas:

- Democracy and Representation
- Student Development
- Advice and Welfare

## **Our funding**

The main source of income for Abertay SA is the Block Grant that we receive from the University. In 2016/17 the SA will receive a Block Grant of £240,000.

## **What is the role of a Trustee at Abertay SA?**

A Trustee Role Description has been formed based on the responsibilities of trustees outlined in the Charities and Trustee Investment (Scotland) Act 2005 and the legal responsibilities outlined for Students' Association's in the Education Act 1994.

### **Trustee Role Description**

- To ensure that Abertay SA complies with its Constitution, charity law and any other relevant legislation or regulations.
- To ensure that Abertay SA pursues its purposes as defined in the Constitution.
- To ensure that Abertay SA applies its resources in pursuance of its purposes.
- To contribute actively to the Trustee Board in giving firm strategic direction for Abertay SA, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of Abertay SA.
- To ensure the financial stability of the organisation.
- To use any specific skills, knowledge or experience you have to help the Trustee Board make sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which trustee has special expertise.
- To act in the interests of the charity, putting its interests before their own interests or those of any other person or organisation

Abertay SA provides Trustee Indemnity Insurance for Trustees of the charity.

Your commitment as a trustee would include attending four meetings a year and participating in trustee training opportunities.

### **Can I be a Trustee?**

Student trustees are important to the Trustee Board because they combine knowledge of a student experience at Abertay without the same conflicts of responsibilities that our Sabbatical Officers may have. Student Trustees when making decisions will be asked to think about what is in the best interests of the charity and our members, the students of Abertay.

For more information and a discussion about becoming a Trustee please contact: Conor Marshall, Student President and Chair of Trustee Board – 01382 308302 or email [president@abertaysa.com](mailto:president@abertaysa.com)

## **Trustee Person Specification**

- A commitment to the purposes, mission, vision and values of the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent, objective judgement
- An ability to think creatively and articulate ideas
- A willingness to speak their mind
- An understand and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- Enthusiastic commitment to voluntary and community activity

This position is not remunerated but reasonable out of pocket expenses can be paid in accordance with the Students' Association Financial Policies and Procedures.

## **Induction, Training and Support**

Each trustee will receive a comprehensive induction to the work of the SA and be invited to attend Trustee Board Training.

## **How do I apply?**

Please send a completed application form demonstrating how you meet the Trustee Person Specification and your relevant knowledge, background or experience that would benefit the Trustee Board to [work@abertaysa.com](mailto:work@abertaysa.com). Please put 'Student Trustee' in the subject field. Deadline for submissions of applications is Friday 7 October 2016 at 12 noon. Application forms can be downloaded from [www.abertaysa.com/about-us/governance/trustee-board](http://www.abertaysa.com/about-us/governance/trustee-board)

## **How will Student Trustees be appointed?**

All applications will be considered by the Students' Association and candidates will be invited to an informal interview with a group of trustees and student representatives. The selection committee will then recommend candidates to Student Representative Council.

All shortlisted applicants will be asked to complete a Charity Trustee Declaration Form (Appendix 1) to confirm they are not disqualified from acting as a charity trustee.

## Appendix1: Charity Trustee Declaration

Abertay Students Association is a registered Scottish charity, number SC036647.

We ask that the prospective charity trustees declare that they are not disqualified from serving as charity trustees. Anyone who acts as a charity trustee while disqualified is guilty of an offence punishable by imprisonment, or a fine, or both. Sections 69 and 70 the Charities and Trustee Investment (Scotland) Act 2005 set out the circumstances that would disqualify an individual. In general terms if a person has been convicted of an offence involving dishonesty, or of an offence under the Act, or is an undischarged bankrupt, they may not serve as a charity trustee. Nor may they do so if they have been removed from serving as a charity trustee, or from acting in a management position within a charity, under previous charity law; nor if they have been disqualified from serving as a Company Director. A person is not disqualified if their conviction is spent by virtue of the Rehabilitation of Offenders Act 1974.

If you are in doubt about your eligibility to act as a trustee you should seek your own legal advice or contact the Office of the Scottish Charity Regulator.

We consider it of great importance that charity trustees are made aware of the duties and responsibilities of their position at the outset. Section 66 of the Charities and Trustee Investment (Scotland) Act 2005 sets out the general duties of charity trustees, who must:

- act in the interests of the charity, putting its interests before their own interests or those of any other person or organisation
- seek, in good faith, to ensure that the charity operates in a manner that is consistent with its purposes
- act with the care and diligence that is reasonable to expect of a person who is managing the affairs of another person
- ensure that the charity complies with the provisions of the Charities and Trustee Investment (Scotland) Act 2005

Any breach of these duties will be treated as misconduct in the administration of the charity.

I have read and understood the criteria above for being a trustee and confirm that I am eligible to become a trustee in the event that I am elected or appointed and am fully aware of the organisations purposes.

I also consent that Abertay Students Association can use this information for the purposes of the administration of the Trustee Board.

Full name

.....

Signature

.....

Date

.....

Student number

.....

Date of birth

.....