INFORMATION PACK
FOR
STUDENT TRUSTEES
Intro from the SU President and Chief Executive

Thank you for your interest in the role of Student Trustee at the University of Sheffield Students’ Union. We hope that you find the information contained here interesting and that you would consider the challenge of becoming a Trustee; maintaining, developing and progressing our status as a leading organisation within the Students’ Union movement.

Sheffield Students’ Union is vital to the overall experience of students whilst studying at the University of Sheffield. Our purpose is to represent, inspire, involve and independently support our members to enhance their university experience. We share a goal with the University to attract a diverse and high calibre group of students, providing services and support which ensure they feel they can make the best of their time at the University of Sheffield, and to maintain our status as an outstanding student-led organisation in the UK.

We aim to keep up high standards in financially difficult times for students with an appropriate range of tailored services and opportunities. These vary from clubs and societies, to volunteering in the community, employability skills and fundraising to operating bars, venues, retail and catering outlets and a nursery.

As a new Trustee, you will work closely with the Student Union Officers, Senior Leadership Team and the rest of the Trustee Board to deliver on our strategic aims, ensuring that we continue to be recognised for the innovation and quality of the services and support that we provide. We support our trustees to promote our values, which are to be owned by students, empowered through inclusion, committed to sustainability and ambitious.

Kieran Maxwell      Jaki Booth
President       Chief Executive
Student Trustee Election Process

Eligibility & Declaration
Trustees will be required to sign a declaration to confirm they are eligible to legally act as a Charity Trustee – before their nomination is accepted (see Appendix 1).

Please make sure that you read the declaration form carefully and that all details are correct and complete. A false declaration or omission in support of your nomination will disqualify you from being a Student Trustee. If you are elected and false declarations or omissions are subsequently discovered, this is likely to lead to your removal from the role of Student Trustee with Sheffield Students’ Union.

In order to be nominated, you will need to be a student of the University of Sheffield for the 2018-19 academic year. If you are graduating this year, but intend to do a post-graduate degree in the following academic year, please contact elections@sheffield.ac.uk to discuss your nomination.

If you become a Student Trustee, you must not work for the Students’ Union or serve on Students’ Union Council during your time as a student trustee.

Nominations and Elections Process
Clause 4 of Bye-Law 6 of the Students’ Union’s Constitution creates the position of two elected Student Trustees. The election for these positions is held alongside SU Officer elections in Semester 2 of the Academic Year. You must abide by all Rules and Regulations imposed by SU Council on your election, of which, you will be informed by the Democracy Coordinator who will be your main point of contact during the election process.

You will be contacted following your nomination with a copy of the declaration which you must return in order to be elected to this position, confirming that you are able to take up the role of Student Trustee if successful in the election.

The election is carried out via the STV method meaning that students rank the candidates in order of preference in accordance with the

Elected Student Trustees can hold office for one year and may stand for election for further terms (up to a limit of four terms in total).

Start Date
All new, elected Student Trustees will formally join the Trustee Board from 1st July 2018.
The Role of a Trustee

We have prepared a Role Description (Appendix 2) and Person Specification (Appendix 3) for our trustees, which provide details of the trustee role and responsibilities.

Training and Attendance at Meetings
The Trustee Board currently meets formally five times per year, for a full day each time (usually on a Wednesday). Membership of a Trustee Board Sub-Committee will require attendance at further meetings (see below).

We are currently planning Trustee Induction and Training sessions and dates will be provided in due course.

Further Involvement and Commitment
It is possible that you may be asked to attend further occasional half day or evening training sessions on relevant issues. The main areas of Board activity cover:
- Development and Strategy
- Human Resources (HR), Remuneration and Staffing
- Trading & Finance
- Audit and Risk
- Nominations & Board Effectiveness

Detailed work is carried out by sub-committees to allow greater time for scrutiny and discussion. There is currently a review of the Boards’ Sub-Committees to best shape how this work is carried out.

Each trustee normally sits on one of the sub-committees which each meet up to four times a year. Each trustee is therefore normally required to attend up to nine meetings each year (i.e. the Trustee Board and one committee).

It is expected that outside Board meetings, there may be occasions when other Trustee Board members or the Chief Executive of the Students’ Union may consult with you. From time to time you may be asked to assist with other projects.

It is expected that you will take an active interest in the Students’ Union, occasionally attend social or work events and undertake the necessary reading and preparation for the meetings.

Payment to Trustees
The law states that without explicit legal authority, no Trustee may receive from their Charity any benefit in return for any service they have provided. The Students’ Union is perhaps unusual as the sabbatical Students’ Union Officers, who sit on the Trustee Board do receive a salary for their role as Students’ Union Officers. External and Student Trustee roles are unpaid.

However, as a Trustee, you are entitled to receive payment for out of pocket expenses. Expenses are refunds by a charity of legitimate payments which a trustee has had to meet personally in order to carry out his or her trustee duties. Expense claims should normally be supported by bills or receipts. These could include:
- Travel expenses to and from Board meetings.
- Reasonable cost of overnight accommodation and/or subsistence while attending Board meetings (or other), should this be required.
  - Cost of childcare whilst at Board meetings.
  - Cost of special support needed for a Trustee with a disability.
Role Description (Appendix 1)
This explains in detail exactly what the role you are applying for involves. It includes the position’s basic functions, key responsibilities/accountabilities and reporting relationships.

Person Specification (Appendix 2)
The person specification is a key document that indicates the type of person, background, skills and experience that are most suitable to being a Student Trustee at Sheffield Students’ Union.

Trustee Eligibility Form (Appendix 3)
If you are elected, you will need to complete and sign this document

Nolan’s seven principles of public life (Appendix 4)

Data Protection
Sheffield Students’ Union will retain all nomination forms in line with good data protection compliance.
The Role and Responsibilities of the Trustee Board

The responsibility for overseeing the administration and management of the Students’ Union is the duty of the Board which, subject to the 1994 Education Act, the Constitution and its bye-laws, may exercise all the powers of the Students’ Union.

More information about the Trustee Board can be found on the Students’ union website at: http://su.sheffield.ac.uk/make-a-change/how-your-students-union-works/board-of-trustees

Responsibilities of the Trustee Board
The Board’s powers shall include, but not be limited to, ultimate responsibility for:

- The governance of the Students’ Union.
- The Students’ Union’s budget
- The strategy of the Students’ Union.

Constitutional Responsibilities
The constitutional responsibilities of the Board, based on the guidance of the Charity Commission (with some additional duties), are set out in Bye Law 5 of the Students’ Union Constitution, and include the following:

“1.2 The Trustee Board shall:
1.2.1 ensure that the Students’ Union operates in accordance with its aims and objectives;
1.2.2 ensure that strategic plans are in place, and regularly reviewed, to provide long-term direction for all Union services and activities;
1.2.3 annually review the Students’ Union’s mission and values statement;
1.2.4 consider and approve annual departmental plans and budgets;
1.2.5 ensure comprehensive research is undertaken to identify members’ views on Students’ Union services and activities, and on the external environment, and to make recommendations accordingly;
1.2.6 oversee the finances of the Students’ Union, approve the annual budget, annual accounts and monitor financial activity to ensure compliance with the budget;
1.2.7 consider and make decisions on capital expenditure;
1.2.8 approve the financial regulations of the Students’ Union;
1.2.9 oversee matters relating to the management of the Students’ Union buildings;
1.2.10 oversee Students’ Union staffing arrangements.”

These responsibilities are fulfilled by the Trustee Board in the following manner:

Ensure that the Union operates in line with its aims and objectives
As well as approving the strategic plan and business plans, the Trustee Board receives reports from the President and the Chief Executive at each meeting.

Ensure strategic plans are in place and regularly reviewed
Trustees agree the strategic planning process, and approve any changes to the process. They are involved in developing the strategy and approve the final version, and an annual report on its implementation.

Annually review the Union’s Mission and Values statement
This is a largely formal responsibility (as the statements are only really reviewed as part of the strategic planning process), which is included in the annual report on the Strategic Plan.
**Consider and approve annual departmental plans and budgets**

Trustees receive annual departmental plans and budgets for formal approval. The plans and budgets are considered first by the Students’ Union Officers after detailed work with Senior Leadership Team (SLT), and are then considered by the Marketing, Development and Strategy Committee and Finance, Audit and Risk Committee.

**Ensure comprehensive market research is undertaken**

Trustees receive (via the Marketing, Development and Strategy Committee) the annual plan prepared by the Data & Research Department, together with a summary of results on completion.

**Oversee the finances of the Students’ Union, approve the annual budget, annual accounts and monitor financial activity to ensure compliance with the budget**

The Trustees have responsibility for ensuring the financial health of the Students’ Union, which is exercised in the following way:

**Budget**: A proposed budget is prepared by the Students’ Union Officers/Senior Leadership Team and submitted to Students’ Union Council for discussion. The budget, including any amendments from Council, is submitted to the Finance, Audit and Risk Committee for consideration and then to the Trustee Board for approval, and then to University Finance Committee for ratification (on behalf of University Council).

**Accounts**: Trustees receive the audited accounts of the Students’ Union for approval (via the Trading and Finance Committee), and then submit them to University Finance Committee for information.

**Monitoring financial performance**: Trustees consider a quarterly report from the Director of Resources, including revised forecasts. They have the authority to change budgets, although this is generally not necessary, barring exceptional circumstances (e.g. to reduce expenditure if forecast income is significantly below budget). The management accounts for each financial period are circulated to the Trustees for information, and tabled at Finance Executive Committee for consideration.

**Consider and make decisions on capital expenditure**

Trustees approve the annual capital plan, which provides a full breakdown of all proposed capital expenditure, alongside the annual budget.

All projects of over £100,000 require the approval of the Trustee Board, while those of over £50,000 require approval of the Finance, Audit and Risk Committee. Projects under £50,000 may be approved by the Finance Executive Committee.

**Approve the financial regulations of the Students’ Union**

Trustees approve the Financial Regulations (via the Trading and Finance Committee) but not detailed procedures.

**Oversee management of the Students’ Union buildings**

Trustees partly exercise this responsibility through their approval of the capital plan. They receive an annual ‘Buildings Report’ from the Senior Leadership Team - covering buildings strategy, maintenance plans and highlighting any issues of concern. They also approve the Health and Safety Policy and any similar policies, and receive an annual report on their implementation.
Trustees approve any leases the Students’ Union enters into for property, including any variations to the main lease with the University in respect of the Students’ Union Building, and any leases for tenants in the Building.

**Oversee staffing arrangements**

Trustees receive the annual Staffing Report and approve/review all major staffing policies, via the Human Resources (HR), Remuneration and Staffing Committee.

Trustees act as the ‘Staffing Committee’ for the Senior Leadership Team (via the HR, Remuneration and Staffing Committee), dealing with all individual issues. The President and an external trustee undertake the Chief Executive’s annual Performance Development Review.
The Students’ Union
Sheffield Students’ Union exists to provide support, representation, facilities, services, entertainment and activities to students studying at the University of Sheffield.

We have been rated the best Students’ Union in the UK in the Times Higher Education’s Student Experience Survey every year since 2009. Our students voted us the best Students’ Union in the UK for all of the five years that the National Student Survey asked students to rate their student union. In 2017 we were rated one of the best Student Unions in the country by the prestigious Which? University Guide.

The University of Sheffield Students’ Union is democratically run by students, for students, with all of our students automatically enrolled as members when they join the University.

The Board of Trustees is responsible for the governance and financial & strategic management of the Students’ Union. The Board is made up of eight Students’ Union Officers, five Student Trustees and four External Trustees. The Students’ Union Officers are elected by and from the members of the Students’ Union each year, through a cross-campus secret ballot, and serve in office for one year.

Three of the five Student Trustees and the four External Trustees are nominated by a Nominations Committee, following a process of open advertisement and application, with nominations being subject to the approval of Students’ Union Council, which is an elected body of students. The remaining two Student Trustees are elected by and from the members of the Students’ Union, through a cross-campus secret ballot.

Eight Student Officers collectively form the Student Executive Committee taking effective responsibility for the day to day operation of the organisation via a number of student working committees and a staff team which consists of 200 permanent/fixed-term employees and around 800 casual staff (at peak times). Most of the casual staff are students, who also gain valuable work experience and training during the course of their employment. A Students’ Union Council of 55 elected students provides direction, support and oversees the work of the Student Executive Committee. Thousands of other students hold official positions and are directly involved in the running of the working committees, societies and sports clubs. The Student Executive Committee members work full-time, taking a sabbatical year during or at the end of their course.

We are an independent voice that represents the collective voice of over 27,000 students within the University, locally and nationally, and who actively campaigns on issues on their behalf.

Our Student Advice Centre provides advice, support and academic representation to assist our students.

We boast a fantastic modern building featuring cafes, shops, bars and an activities and sports zone where students can join over 350 sports clubs and societies. Every day the Students’ Union has something different on offer; from club nights to film screenings, live music, theatrical performances and talks. We also provide student media in the form of TV, radio, online and print journalism; all of which enable our students to easily get involved in the Students’ Union.

We are an independent organisation and work closely with the University to achieve a world class student experience for those studying at the University of Sheffield. The Students’
Union is more than just the building: we remain accessible through our website as well as Facebook, Twitter and YouTube and many activities happen around the city, country and world.

**Purpose, Vision, Values**

Our constitution identifies our charitable aims as:

The Students’ Union shall advance the education of students at the University of Sheffield for the public benefit by:

- representing the students of the University locally and nationally
- organising services and activities to meet their needs
- providing opportunities for their involvement and personal development
- taking positive measures to encourage and build a student community which respects and celebrates the diversity of its membership
- seeking to create an environment in which individuals and groups of students are free from discrimination, harassment and intimidation on Students’ Union premises or in events and activities organised by the Students’ Union.

In meeting the needs of all students, the Students’ Union may provide services and activities for the exclusive use of specific groups.

In order to do this, the Students’ Union works to an agreed Strategic Plan developed with involvement from students and other stakeholders and agreed by the Trustee Board.

During 2015-16 we undertook a process of research and consultation to create a new strategy beginning in the 2016-17 academic year. We involved hundreds of our members in creating a new, longer-term vision:

“We promise our students the best university experience: top quality education, life-changing opportunities and experience that liberates and supports them for the best possible future. All within a strong Students’ Union run by and for students.”

Students, trustees and staff identified through our analysis five priority ‘Themes’ to focus our attention on in the medium-term to move us close to this vision. These are:

**Theme 1 – My Academic Life – Transforming Education**

We partner with the University to transform students’ HE experience: curriculum development & co-creation, peer support, and national representation. We support students through their academic life: collectively and individually, providing advice, advocacy and representation. In short, we make sure every student feels engaged with their education, part of a learning community and supported to fulfil their individual potential.

**Theme 2 – My Social Life – Friendship & Communities**

All students have an important life beyond the formal curriculum. We want to help them all discover, engage in and lead activities about which they are passionate and inquisitive. They will work collaboratively to support communities. We want them to have fun. We want to make sure they find their place in this large and friendly community.

**Theme 3 – My Place in the World – Global Citizens**

This theme is about helping students see and take their place in the world. Sheffield is informally known as "the largest village in England"; our students have a place in their city, country and the world. They will make global connections and champion worldwide causes, whether that is learning a new language, making friends from around the world, celebrating together, or campaigning for social, political and environmental justice.
Theme 4 - My Everyday Life - Better Lives
This theme will focus on improving the everyday lives of all our members; our actions will help make life better on a day to day basis, be that through resolving financial barriers, improving housing, help with settling into Sheffield, better health or other welfare focused activity.

Theme 5 - The Rest of My Life - Getting ready for the future
Our students want to leave university with the confidence, resilience and experience to be successful in their future life. We will deliver opportunities and develop support and services which ensure all of our students can have clarity over what their future might be like and how they will get there, with access to information, training, support and development to help.

Detailed strategies have been created on each of these Themes. Staff and students are working to ensure the work is resourced and embedded in the organization.

All we do is underpinned by our values:

- We are **Owned by Students**: Student decisions shape our Students’ Union. Student leadership shapes our future. Student actions shape our world.
- We are **Empowered through Inclusion**: We afford everyone equal opportunities; ensuring everyone is valued, included and supported in our diverse communities.
- We are **Committed to Sustainability**: We embrace the responsibility of ensuring that we are sustainable in all we do, conducting ourselves and our business for the long term gain of the Students’ Union, our members and the world.
- We are **Ambitious**: Confident and creative, with a willingness to do things in new ways, we ‘make things happen’.

Our Structure

The Students’ Union Council provides oversight of the Students’ Union Officers, and has policy forming powers.

**Management & Staff team**
The Trustee Board delegates responsibility for the management of the Students’ Union to the Chief Executive. The Chief Executive serves the Trustee Board and the Executive and is
responsible for developing and implementing the strategic plan and for the management of all staff and financial resources.

The Students’ Union staff team is made up of permanent, casual, full-time, part-time, full year and part-year employees. The Students’ Union values the variety of working patterns of its staff, which allows the organisation to fulfil the range of services provided and facilitate its growth. We currently have around 200 permanent staff and 800 casual staff. Approximately two thirds of our staff are students.

**Status**
Sheffield Students’ Union registered with the Charity Commission, as an unincorporated association, in 2012. Registered Charity Number: 1147855

**Finances**
The Students’ Union has two primary sources of finance for its activities, these being an annual subvention (grant) from the University and surpluses from its trading operations. The current level of University subvention is £3.2 million and the contribution from our trading operations is approximately £1.0 million. We have a total turnover, including the subvention, of around £11.4 million.

**Our Year**
The University academic year currently operates over three terms. The first term usually runs from the end of September to December. After the Christmas break, the second term normally runs from January to March or April, and the third term from April to June. The teaching timetable works to two semesters.

The first runs during the autumn term until the end of January with the second from February to the end of the Academic year.

The Students’ Union financial year runs from 1 August to 31 July each year, in common with the University.

The Trustee Term of Office aligns with that of the Officers starting in early July each year.

**Key Affiliations**
Sheffield Students’ Union is affiliated to the National Union of Students (NUS) who provide Officers with support, advice and information. NUS is a voluntary membership organisation whose core values are democracy, equality and collectivism. NUS is a confederation of local student representative organisations in colleges and universities throughout the United Kingdom and Northern Ireland which have chosen to affiliate and which pay a membership fee. For more information please visit www.nus.org.uk.

The Students’ Union is also a member of NUS Services Ltd (NUSSL). NUS Services is owned by the National Union of Students. Their mission statement is to: “Create, develop and sustain competitive advantages for member students’ unions, reducing costs and maximising commercial revenues.” NUSSL provide three core services:
- Purchasing
- Commercial development
- Marketing services

**The University**
The University is ranked 109th in the world and 13th in the UK according to the 2017 Times Higher Education World University Rankings. They also came in at number 42 out of 200 universities in Europe.
The most recent Research Excellence Framework in 2014 confirmed the University’s place as a world-leading university. The results demonstrated research excellence across a range of disciplines, putting it in the top 10 per cent of all UK universities.

The University has over 27,000 students from 143 countries, and over 7,000 staff. It is a popular choice with applicants for university places, and once they arrive students enjoy the experience so much that many settle in Sheffield after they graduate.

It is part of the Worldwide Universities Network (USA, Europe and China) and a member of the White Rose University Consortium, a strategic partnership between three of the UK’s leading research universities of Sheffield, Leeds and York.

The University’s history stretches back to 1828, when the Sheffield School of Medicine was founded, and the University Charter was granted in 1905.
Role Description

TITLE: Trustee

REPORTING TO: The Chair of the Board of Trustees (the Students’ Union President)

PURPOSE: Trustees have and must accept ultimate responsibility for directing the affairs of the Students’ Union, and ensuring that it is solvent, well-run and delivering the objectives for which it has been set up. They should maintain a collective responsibility at all times.

MAIN DUTIES AND RESPONSIBILITIES
1. To work in partnership with other trustees, the Chief Executive and other senior staff to ensure that the Students’ Union has a clear Strategic Plan that meets the needs of its members and is focused on achieving these needs.
2. To be responsible, along with the other Trustees, for monitoring the performance of the Students’ Union.
3. To ensure that the Students’ Union complies with all legal and regulatory requirements, including its governing document, charity law and any other relevant legislation or regulations.
4. To agree any delegated authority and ensure such delegated authority is clearly expressed.
5. To be the guardians of all Students’ Union assets, taking all due care over their security and usage, ensuring that they are used exclusively in pursuance of the agreed objectives.
6. To ensure that the Students’ Union’s governance is of the highest standard.
7. To appoint and appraise the Chief Executive.
8. To be an ambassador for the Students’ Union, safeguarding its good name and values.
9. To contribute actively to the Board of Trustees, using any specific skills.
10. To maintain proper financial control and ensure that the Students’ Union applies its resources exclusively in pursuance of its objectives.
11. To set and maintain vision, mission and values.
12. To oversee employment procedures and respect the roles of staff/volunteers.
13. To support the operational management of the organisation.
14. To attend meetings and to read papers in advance of meetings.
15. To attend sub-committee meetings as appropriate, and to participate in other tasks as arise from time to time.

LIAISON WITH OTHER PERSONNEL
Other Trustees (Officers, Students and Externals), the Students’ Union Senior Leadership Team and other staff, University Officers and staff, and city and community leaders.
**PERSON SPECIFICATION: STUDENT TRUSTEE**

**ELIGIBILITY REQUIREMENT:** You must be eligible to be a student trustee at the Students’ Union. Please see the Student Trustee Declaration Form (in the Application Pack)

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<tr>
<td><strong>Experience:</strong></td>
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<tr>
<td>Commitment to Sheffield Students’ Union purpose, vision and values</td>
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<tr>
<td>Currently studying at the University of Sheffield</td>
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<td>Experience of committees, team-working and collaborative decision-making</td>
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<td>Experience of being involved with the Students’ Union or University, in either a paid or voluntary role</td>
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<td><strong>Knowledge &amp; Skills:</strong></td>
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<td>Able to absorb and understand large quantities of information, and be able to summarise key points and issues for discussion.</td>
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<td>Understanding of confidentiality and conflict of interest</td>
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<tr>
<td>Skills or an interest in one or more of the following: Law, Communications, Media, PR, Human Resources, Change Management, Commercial, Business/Commerce (General Management), Finance, Facilities, Data &amp; Digital, Volunteer/Student leadership support, Campaigning/Advocacy or Governance</td>
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<tr>
<td><strong>Personal qualities:</strong></td>
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<tr>
<td>Supportive of student leadership and democracy</td>
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<td>Ability to contribute ideas, think strategically and creatively, listening to the opinions of others fairly and openly to developing and delivering the strategic vision through creativity and innovation</td>
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<td>Organised, reliable and able to prepare thoroughly for all meetings</td>
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<td>A diplomatic approach and a willingness to speak their mind</td>
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<td>A commitment to understanding the role and the duties, responsibilities and liabilities of trusteeship</td>
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<tr>
<td><strong>Additional requirements:</strong></td>
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<tr>
<td>Commitment to the public service principles of honesty, openness, accountability, objectivity, integrity, selflessness and leadership</td>
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<td>A willingness to devote the necessary time and effort to the role, including attending required induction and training</td>
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<tr>
<td>Understanding of issues affecting under-represented student groups (currently postgraduate, mature and part-time students)</td>
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Please note that Student Trustees may not undertake paid employment with Sheffield Students’ Union or serve as a Students’ Union Councillor during their term of office as a Student Trustee. If you are currently a Sheffield Students’ Union employee or Councillor, you may apply for a position as a Student Trustee, but if you are appointed you would be required to resign from your employment or your Councillor role.
Appendix 3

Trustee Declaration Form

If I am elected I declare that I am willing to act as a trustee, that I am not disqualified from acting as a charity trustee and that:

- I am aged 18 years or over at the date of this appointment;
- I am capable of managing and administering my own affairs;
- I do not have any unspent conviction relating to any offence involving deception or dishonesty;
- I am not an undischarged bankrupt nor subject to bankruptcy restrictions or an interim order, nor do I have an individual voluntary arrangement (IVA) to pay off debts with creditors;
- I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an Order made under section 429(b) of the Insolvency Act 1986;
- I am not subject to a disqualification Order under the Criminal Justice and Court Services Act 2000;
- I have not been removed from the office of trustee for a charity by an Order made by the Charity Commissioners or the High Court on grounds of any misconduct or mismanagement, nor am I subject to an Order under section under section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation) preventing me from being concerned in the management or control of any relevant organisation or body;
- I undertake to fulfil my responsibilities and duties as a Trustee of the Students’ Union in good faith and in accordance with the law and within the Students’ Union’s objectives and mission;
- I do not have any interests in conflict with those of the Students’ Union (either in person or through family or business connections) except those notified as potential conflicts;
- I am willing to complete and keep up-to-date a Register of Interests, and specifically declare any interests that may be in conflict with being a Trustee of Sheffield Students’ Union;
- I am not a member of staff at Sheffield Students’ Union and have no current intention to become one in the next three years;
- I am willing to be nominated by the Nominations Committee to the University of Sheffield Students’ Union Council for appointment as a Trustee of the Students’ Union;
- I am willing to abide by a Trustee Code of Conduct agreed collectively by the Trustee Board at any time;
- I am willing and able to attend Trustee Board meetings, currently held five times per year, plus any meetings of a sub-committee I join;
- I am willing to assist with other projects and working groups from time to time;
- I am willing to be consulted by other members of the Trustee Board and the Chief Executive of the Students’ Union, for my experience and knowledge outside of Board meetings;
- I am willing to comply with my responsibilities as a trustee (as set out in the Charity Commission guidance ‘The essential trustee (CC3)’);

For student trustees only:
- I am not a member of Students’ Union Council at Sheffield Students’ Union and have no current intention to become one in the next two years.

For external trustees only:
- I am not a current student at the University of Sheffield and have no current intention to become one in the next three years;
- I have not been a registered student of the University of Sheffield or a Students’ Union Officer at any time in the last three years.
Appendix 4

NOLAN’S SEVEN PRINCIPLES OF PUBLIC LIFE:

Selflessness
Trustees have a general duty to act with probity and prudence in the best interest of the Students’ Union as a whole.

Integrity
Trustees should conduct themselves in a manner which does not damage or undermine the reputation of the Students’ Union, or its staff.

Objectivity
In carrying out their role, including making appointments awarding contracts, recommending individuals for rewards and benefits or transacting other business, the Trustees should ensure that decisions are made solely on merit. In arriving at decisions in areas where they do not have expertise themselves Trustees should consider appropriate professional advice.

Accountability
Trustees have a duty to comply with constitutional and legal requirements and to adhere to best practice in such a way as to preserve confidence in the Students’ Union.

Trustees are accountable to the Students’ Union’s members and other stakeholders for their decisions, the effectiveness of the Board and the performance of the organisation.

Openness
Trustees should ensure that confidential information and material, including material about individuals is handled appropriately; so that it remains confidential. In addition, they should be as open as possible about their decisions and the actions that they take. As far as possible they should give reasons for their decisions and restrict information only when the wider interest clearly demands.

Honesty
The Trustees have a duty to avoid any conflict of interest so far as is reasonably practicable. In particular, they must make known any interest in any matter under discussion which:
- creates either a real danger of bias
- might reasonably cause others to think it could influence the decision.

Leadership
Promote and support the principles of leadership by example:
- striving to attend all meetings regularly, ensuring they prepare for and contribute appropriately and effectively
- bringing fair and open minded view to all discussions of the Board and ensuring that all decisions are made in the Students’ Union’s best interests.