

Schedule 1: Trustees and the Trustee Board

The Trustees are the ultimate legal, financial and strategic body of the Association, and they oversee the direction of the organisation.

Role of Board of Trustees

1. The Board of Trustees is responsible for the management and administration of the Association.
2. Subject to **Education Act, Charity Trustee and Investment Scotland Act**, the **Constitution** and the **Schedules**, the Trustee Board may exercise **all powers of the Association**.
3. The key **powers** of the Board include, but are not limited to, the governance, budget and strategy of the Association.
4. Further detail of Trustees' authority can be found in the **Charity Trustee and Investment Scotland Act, Education Act**, the **Constitution**, and the **Schedules**.
5. All Trustees are expected to act in line with **OSCR guidance** and comply with all relevant legislation.

Student Trustee and External Trustee Recruitment

6. Two months before trustee vacancies are due to arise, the process for replacing outgoing trustees shall begin.
7. The recruitment process shall include:
 - 7.1. Publicising the vacancies, detailing the timelines and necessary stages of the recruitment process
 - 7.2. An application phase
 - 7.3. A shortlisting phase
 - 7.4. An interview phase
 - 7.5. An election phase at Student Representative Council
8. An **Appointments Committee** shall be formed to conduct and oversee the recruitment process. The Committee shall consist of:
 - 8.1. 1 **External Trustee**
 - 8.2. 1 **Student Trustee**
 - 8.3. 1 **Sabbatical Trustee**
 - 8.4. 1 member of **Student Representative Council**, who is not a Part-Time Officer, or a Trustee
 - 8.5. 1 other individual
9. The **Appointments Committee** shall delegate the responsibility of conducting the interviews to 3 members of the **Appointments Committee**.
10. For the application stage, potential applicants must be provided with an applicant pack that details:
 - 10.1. All stages of the recruitment process, including deadlines and key events
 - 10.2. Information about Abertay SA
 - 10.3. Information on the roles, functions, and powers of the Trustee Board
 - 10.4. Expectations of Trustees
 - 10.5. Student/External Trustee Application Form

11. After the interview stage, the panel must recommend all suitable interviewees, regardless of the number of vacancies, and where possible, ensure a gender balance. Suitability of applicants is determined by the panel, in line with the appropriate documents.
12. The panel must provide a report to **Student Representative Council**, describing the process undertaken and making recommendations for action. The report shall be presented by the **Student Representative Council** member of the **Appointments Committee**.
13. **Student Representative Council** shall undertake a vote on each recommendation made by the **Appointments Committee**. In line with Clauses **44** and **48** of the Constitution, each recommended applicant for the position of student trustee or external trustee can only be approved through a secret ballot with two-thirds majority of **Student Representative Council**.

Dates of term

14. In order to fulfil clause **39** of the **Constitution**, **Sabbatical Trustees** shall start their term of office on 1st July each year.
15. In order to fulfil clause **46** of the **Constitution**, **Student Trustees** shall start their term of office on 1st May in the year they were appointed.
16. In order to fulfil clause **49** of the **Constitution**, **External Trustees** shall start their term of office on 1st May in the year they were appointed.

Expenditure

17. All expenditure via **cheques** requires the signature of a trustee, regardless of the amount.
18. In order to fulfil clause **43** of the **Constitution** of Abertay SA, both **Sabbatical Trustees** shall be remunerated through BACS payment.