

External Trustee Opportunity Profile:

What is the opportunity?

Beds SU is seeking to appoint two external trustees to its Board of Trustees. Applications are open to all who feel they can bring skills and expertise to this membership-led organisation, however applicants with a financial, commercial or educational background are of particular interest to us at this time.

As Beds SU is a fully registered charity, it is required to have a Trustee Board to ensure the organisation: is being run in accordance with its charitable objectives; is financially stable; is operating within relevant law, legislation and guidance; and is achieving as much as it can with the resources available through a clear and measured strategy. In addition to this critical operation, the Trustee Board is also a forum to question and scrutinise the work of the elected sabbatical Officers and senior staff within the organisation.

The Trustee Board is made up of the following members:

- A chairperson (the President of the Students' Union)
- The four elected Vice Presidents of the Students' Union (Vice President Education, Vice President Equality, Vice President Opportunities and Vice President Sports)
- Two student trustees appointed through an application process
- ***Four external trustees i.e. not connected with the Students' Union and appointed through an application process***
- One University appointed trustee appointed by the Vice Chancellor's Executive Group (VCEG)

Beds SU is committed to equality of opportunity for all. We welcome applications from individuals regardless of their gender, gender identity, marital/civil partnership status, race, sexual orientation, disability including mental health, age, religion or belief, or any other dimension of diversity. We want to support inclusive work environments and are working to integrate Race Equity and Equality, Diversity and Inclusion (EDI) into the everyday culture and activity of the organisation. We are actively looking for people who share our values.

What would be expected of an External Trustee?

There are four meetings of the Trustee Board each year (usually in October, January, April and July). You will be expected to read the papers for each of the four trustee meetings (these are usually distributed a week before) and attend each two-hour long meeting to:

1. Consider the papers and make recommendations and comments on the contents;
2. Vote on key decisions and ratify policies that may be tabled for discussion at the meeting;
3. Ask questions about the operation and management of the Union to ensure the correct direction and performance;
4. Scrutinise and question - alongside other members of the Board - the work of the elected sabbaticals and senior staff members;

5. Alongside other members of the Board, ensure that the Union is acting in line with its charitable objectives, is financially stable, and operating within relevant law, legislation and guidance;
6. Request papers to be brought to future meetings to satisfy your role as a guardian of the organisation;
7. Think strategically, be creative and bring a range of different perspectives to the Board;
8. Demonstrate your passionate belief in improving the performance and direction of Beds SU in an ethical and sustainable manner;
9. Attend proposed additional committee meetings that are driven by the business of the board i.e. Health & Safety Committee;
10. Have a willingness to learn about the role and how you can best fulfil it on an ongoing basis.

What would prevent me from taking the opportunity?

You will not be able to become a trustee of Beds SU if:

- You have a major conflict of interest that cannot be managed by the Union to ensure the integrity of the Union is upheld;
- You have an unspent conviction for an offence involving either dishonesty or deception;
- You are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order);
- You have an individual voluntary arrangement (IVA) to pay off debts with creditors that is active;
- You are disqualified from being a company director for whatever reason this may be;
- You are subject to an order made under section 429(2) of the Insolvency Act 1986, regardless of the order;
- You have previously been removed as a trustee by us, the Charity Commission, the Scottish charity regulator or the High Court due to misconduct or mismanagement;
- You been removed from management or control of any body under section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation);
- You are disqualified from being a trustee by an order of the Charity Commission under section 181A of the Charities Act 2011.

What costs will I incur?

Any expenses incurred through undertaking Trustee Board business will be reimbursed by the Union. You should however be aware that you will need to travel to the Luton, Bedford and Milton Keynes campuses for meetings. Refreshments will be provided at most meetings of the Board.

What will I get out of the opportunity?

1. **You will be able to develop yourself** - use your knowledge and gain new skills and experience in management, strategic planning, decision-making, budget/financial management, and fundraising.
2. **You will widen your horizons** – you will meet new people, discover new challenges and better understand how to run a charity, commercial outlets and membership engagement activity.
3. **Support the student community** – you will have the chance to share your knowledge and experience, helping improve the way we work.

What do I do if I have questions?

If you have any questions, simply send us an email through beds.su@beds.ac.uk and we will answer it as soon as possible.