



## **EXTERNAL TRUSTEE/BOARD MEMBER ROLE DESCRIPTION**

### **Vision**

Abertay Students Association is a student-led organisation with over 4,000 current members. We are a relatively young board, just over 4 years old. We are in the process of finalising our first ever strategic plan and we are committed to providing the best student experience whilst our members are at University.

Our new strategic plan falls in a time where we are also reviewing and potentially changing our constitution and democratic aims and objectives. To join the board now would indeed be an exciting opportunity.

For more information on our current vision please visit the website and read the about us section.

### **Core Purpose**

The Students' Association Board is the governing body of the Association, responsible for governance, strategic leadership and general oversight of the Association. They employ a Chief Executive Officer, who is responsible for the strategic and operational day to day delivery on behalf of the board. The CEO is the Clerk to the board.

Trustees from outside the student body are intended to enhance the technical expertise, professional experience and skill of the Board, to help to promote continuity, and to bring an independent perspective to the Trustees' deliberations.

You will help to lead and support the Association in meeting its charitable objectives in providing services to achieve a student experience that enhances the students time whilst at Abertay. You will be an active and contributing member of the Board and ensure organisational compliance in all areas of legislation, policy and procedure, using personal skills and experience to help the Board in reaching structured and sound decisions.

### **Democratic purpose**

We support a system of 250+ student representatives on both the undergraduate and postgraduate level. We have a thriving student activities scene with over 35 affiliated societies. The democratic system is being reviewed at present.

The Student Representatives meet regularly in a council to discuss motions to make changes to either University life or to mandate the SA to campaign on a certain issue they feel passionate about.

The Societies also have a council where they meet monthly to discuss issues.

## **Main Responsibilities**

- Discharge with due care and diligence the duties of a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005.
- Ensure that the Association fulfills its legal and statutory duties, and that all Association activities are consistent with its charitable objectives as stated in the Constitution.
- Ensure the financial stability of the organisation and sound risk management.
- Actively contribute to strategic decisions and planning.
- Help to monitor the implementation of the Students' Association Strategic Plan and strategic decisions taken at meetings.
- Provide advice and support to fellow trustees, elected student officers, and CEO of the Association as required.
- Serve as a mentor for Sabbatical Officers and student trustees.
- Attend and actively contribute at meetings of the Students' Association Board.
- Be a member of standing subcommittees and working parties of the Board as required: attend meetings of these groups and actively contribute to their work.

## **Time Commitment**

External trustees are expected to attend and contribute at meetings of the Board, which are held five times per year, lasting approximately two hours each. Papers will be circulated in advance. Members unable to attend meetings will be expected to read minutes and papers and to send written comments to the Chair as a matter of good practice. There is a limit to the number you can miss before you will be removed as a trustee – see constitution for clarification.

They will occasionally also be expected to contribute at meetings of Board subcommittees and working parties, which represent a broadly similar time commitment to the Board. They may occasionally be asked to attend additional meetings and be available for consultation at other times by student sabbatical officers and CEO if required.

## **Terms of Appointment**

The normal term of office for an External Trustee is two years, renewable for one more term of two years. This is being reviewed along with the constitutional review

## **Remuneration**

The role is unpaid but travel expenses will be reimbursed. If lunch meetings are arranged this will be provided for you. All dietary requirements are met.