

## THE STUDENTS' UNION (THE SU) TRUSTEE RECRUITMENT AND INDUCTION POLICY

**Vision:** To have an effective Board composed of Trustees with a range of backgrounds and skills.

**Rationale:** The SU believes that a diverse Board of Trustees results in better discussions, more informed decisions and appropriate challenge to the senior leadership team, to the benefit of all within the Union.

This policy exists to ensure the effective recruitment and induction of Trustees for this purpose.

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### **Board of Trustees Annual Review**

The Board of Trustees shall conduct an annual review once a year of the Trustees:

- Effectiveness as a Board over the past year;
- Diversity;
- Skills and experiences;
- End of office dates.

### **Advertising a Vacancy**

Where a vacancy arises or is due to arise amongst the Independent Trustees the Governance committee will meet to:

- identify potential gaps in the skills and backgrounds of those remaining on the Board;
- determine the criteria to be used in recruiting a new Independent Trustee;
- determine the timetable for recruitment.

The SU will take special care to encourage applications from people with backgrounds who may have traditionally been underrepresented on the Board of Trustees:

- Women;
- International;
- Postgraduate;
- Black, Asian & Minority Ethnic, (BAME);
- Lesbian, Gay, Bisexual, Transgender (LGBT+).

Anyone interested in the role will be required to complete a:

- letter outlining their reasons for wishing to join the Board of Trustees;
- background and skills form.

Any information collected will be processed and handled confidentially in accordance with The SUs' Data Protection policy.

### **Shortlisting**

The Governance committee will meet to review all completed application packs received against the agreed criteria and select potential candidates for induction and final selection.

In selecting potential candidates the Governance committee will prioritise people who have backgrounds underrepresented on the Board of Trustees.

### Assessment Process

As part of the assessment process, potential candidates will:

- be given a tour of The SU;
- meet with the Chief Executive, Chair of the Board and representatives of the University;
- participate in a group exercise with student members.

### Final Selection

The Governance committee will meet to review feedback gathered through the assessment process and confirm their final recommendation(s) to the Board of Trustees.

All potential candidates will be informed and anyone being recommended will be asked to confirm their continued interest in the role.

### Appointment

The Board of Trustees will receive a report from the Governance committee detailing the:

- rationale behind anyone they are recommending for appointment;
- skills and backgrounds that anyone they are recommending for appointment will bring to the Board;
- efforts made to prioritise people with backgrounds underrepresented on the Board of Trustees.

The Board of Trustees at a meeting will decide based on this report whether to appoint anyone as an Independent Trustee.

### Induction

New Independent Trustees will be given an induction.

As part of their induction they will:

- meet with key stakeholders within both The SU and University;
- attend Trustee training provided by The SU;
- be provided with key governance documents (*See Trustees' Roles and Responsibilities policy*);
- (*where possible*) be invited to attend committee meetings as observers.

### Further Reading

To understand the role and responsibilities of a Trustee as they apply to The SU the Trustees' Roles & Responsibilities policy should be read.