



# External Trustee Applicant Pack

# Welcome!

**Thank you for your interest in becoming our Trustee.**

As a Students' Union we are driven by our belief that when students come together, they can shape the communities they are part of for the better.

Our Board of Trustees are instrumental in ensuring we turn our **belief** into **practice** for our students.

**As a Trustee**, you will be helping to hold the Students' Union to the high standard we expect of ourselves.

Any community is made up of diverse perspectives and backgrounds, and we hope that you can bring your passions and expertise to support us in delivering for our students.

We look forward to hearing from you!

**Alexander Robinson**

Students' Union President  
Chair of Board of Trustees



# What we do

At The SU Bath, our student leaders and elected representatives are supported by our professional and experienced SU Staff Team to create the opportunities that positively impact the local community.

Together we: Promote student interest and welfare; Provide support and advice; Represent the student community with the University and others; Provide social, cultural, sporting and recreational activities.

How we do this is through student-led:

- Voice – helping students stand up, speak up and make their voice heard,
- Experiences – making friends and memories that last a lifetime,
- Groups – broadening horizons with our communities of students,
- Support – providing advice and support on student life,
- Development – developing the skills students need to lead and change.







## Are you a person that is...

- Willing to speak their mind?
- Able to work as a member of a team?
- Committed to equality, diversity and inclusivity?
- Able to use good and independent judgement?
- Willing to devote time and effort to being a trustee?
- Able to think creatively?
- Able to think strategically?



If so, you should apply to  
become an External Trustee!

# Summary of the role



<b>Salary</b>	Voluntary role
<b>Duration</b>	3 year term
<b>Commitment</b>	The Board of Trustees normally meets four times a year. Needs to be available via email for urgent decisions that may arise outside of meetings
<b>Responsibility</b>	The Board is responsible for ensuring the organisation is fit for purpose. This involves approving the SU's annual budget, reviews policy and monitors organisational performance against agreed key performance indicators (KPIs).
<b>Location</b>	Board of Trustees meetings will be hybrid based at the University of Bath Claverton Down Campus
<b>Expenses</b>	The SU will reimburse you for expenses such as travel and accommodation following the relevant financial procedures.
<b>Support</b>	Training is provided to all new members to ensure the board is fully inducted and prepared to perform its duties.

# What our Trustees do

- Our Trustees are appointed for 3 years with the opportunity to stand for two terms.
- Provide The SU with a clear vision, mission and strategic direction. To do this our trustees are responsible for the performance and behaviour of the SU.
- Are responsible for the performance of The SU and ensuring that regulatory and legal requirements are adhered to.
- Act as guardians of The SU's assets, both tangible and intangible, taking due care of their security, deployment and proper application.
- Ensure that The SU's governance is of the highest possible standard.
- To hold the Chief Executive to account for the management and administration of the SU.



# Meetings our Trustees attend



## Board of Trustees:

- Four meetings a year with additional online meetings when deemed necessary.
- Meetings are hybrid with reasonable expenses reimbursed for trustees that do not live in Bath.
- Board of Trustees receive papers ahead of the meeting allowing them to prepare feedback and questions when the Board meets.



## Subcommittees:

External Trustees are invited to sit on at least one of the following Board subcommittees.

- **Finance and Audit Committee** oversees the financial and risk aspects of the organisation. Currently the Finance and Audit Committee meet 5 times a year.
- **Complaints and Disciplinary Committee** meets on a needs basis. It is called when an individual would like the outcome of an appeal reviewed. On average the committee is convened 3 times a year.





# In Addition

To ensure we have a well-informed board we particularly encourage applicants with knowledge in any of the following areas:

- Human resources
- Charity law
- Marketing and media
- Campaigning and advocacy
- Equality, diversity and inclusion
- Strategy consultancy
- Financial planning, compliance and control

We want our board to reflect the diversity of our students. We welcome applications from individuals of any background.





# Why be a trustee of The SU Bath?

- **Share your passions and knowledge.** A Students' Union's Board of Trustees is a brilliant opportunity to exchange knowledge with fellow trustees and the wider organisation.
- **Work directly with students.** Our trustees are invited to partner with a SU department giving you an intimate insight as to how we work.
- **You get to make a difference.** As a trustee, you will guide an organisation dedicated to improving students' lives and, through that, the Bath community as a whole.
- **Celebrate with students.** Our trustees are invited to a number of annual student celebrations such as Summer Ball and our annual Super Rugby match.
- **Extend your networks.** At The SU Bath, we are incredibly thankful to have such brilliant trustees with a variety of backgrounds. You can expect to diversify your professional connections.



# How to apply

## Find out more

For more information and an informal chat about the role please contact: Beki Self, Secretary to Board of Trustees, 01225 387616 , [ras232@bath.ac.uk](mailto:ras232@bath.ac.uk)

## How to apply

To apply for this role, please send a CV and covering letter to Beki Self at [ras232@bath.ac.uk](mailto:ras232@bath.ac.uk)

## Deadline

The closing date for applications is 9am Monday 30<sup>th</sup> January.

## Interviews

Interviews are provisionally planned for Tuesday 14<sup>th</sup> and Wednesday 15<sup>th</sup> February. Alternate dates the same week may be accommodated on request.

Interviews will be conducted at The SU on the Claverton Down Campus in Bath. Online interviews can be requested.

Travel expenses for interviews can be reimbursed in line with the [University's Travel and expenses policy](#).

# Thank you.

[thesu@bath.ac.uk](mailto:thesu@bath.ac.uk)

01225 38 3800

[thesubath.com](http://thesubath.com)

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