Trustee and Board Member Role Description

The statutory duties of a Trustee:
1. To ensure that Bucks Students' Union complies with its governing document, charity law, company law and any other relevant legislation or regulations.
2. To ensure that the Union pursues its objects as defined in its governing document.
3. To ensure that the Union uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
4. To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
5. To safeguard the good name and values of the organisation.
6. To ensure the effective and efficient administration of the organisation.
7. To ensure the financial stability of the organisation.
8. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
9. To appoint the Students' Union Chief Executive and monitor his/her performance.

Other duties:
In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:
1. Scrutinising board papers.
2. Leading discussions.
3. Focusing on key issues.
4. Providing guidance on new initiatives.
5. Consideration of other issues in which the trustee has special expertise.
6. Working on specific projects, supporting the permanent staff of the Union.
7. Receiving and considering policy recommendations from The Executive Committee of the Students' Union or from Referenda or general meetings.

Trustee person specification:
1. Commitment to the organisation: trustees should be able to demonstrate a commitment to the values and mission of the Bucks Students' Union. Trustees should be able to demonstrate an empathy with the needs of students.
2. Willingness to devote the necessary time and effort: Bucks Students' Union is looking for a modest time commitment in terms of formal meetings (approx six per year) of the Board but we would also require trustees to attend occasional social engagements and be able to devote enough time exploring strategic alliances and contacts on behalf of the organisation.
3. A trustee of BSU should endeavour to make themselves available for induction, training and planning days/ afternoons (approximately three days per year in total).
4. Trustees need to be available to comment and advise on a range of issues via email debate or through phone meetings as and when such occasions arise.
5. Trustees will be asked to contribute to meetings of sub-groups and committees in line with individual experiences and expertise throughout the year including recruitment and selection panels, award nomination committees, planning groups etc.
6. Strategic vision: We are looking for trustees with experience of strategic thinking in other organisations and who will take an active role in helping Bucks Students' Union create and exploit the opportunities that will define its future. A range of contacts, in related fields, or experience of successful applications to grant awarding bodies would be helpful.

7. Good, independent judgement and a willingness to speak your mind: We are looking for trustees who will be our critical friends, challenging us to better evaluate our strengths and weaknesses.
8. You should possess and understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
9. Ability to work effectively as a member of a team.
10. A personal commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
11. To be able to act as a trustee you must confirm that you are not disqualified under section 72 of the Charities Act 1993. Section 72 of the Charities Act disqualifies people who:
    - have unspent convictions for any offence involving deception or dishonesty
    - have been adjudged bankrupt or sequestration of their estate has been awarded and (in either case) they have not been discharged
    - have made a composition or arrangement with, or granted a trust deed for, their creditors and have not been discharged in respect of it
    - have been removed from the office of charity trustee or trustee for a charity by an order made by the Commissioners or the High Court, on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated
    - have been removed, under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 (powers of Court of Session to deal with management of charities), from being concerned in the management or control of any body
    - are subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order.

What can a trustee expect from Bucks Students' Union?
- BSU will make considerable effort to ensure all trustees received a comprehensive induction and have a full understanding of their roles and responsibilities
- BSU will endeavour to communicate effectively with all trustees to ensure that they are appropriately informed and fully briefed on all issues affecting the organisation so that sound judgement can be made with confidence
- BSU will be understanding of the ordinary commitments of our Trustee Board and ensure information, and requests for contributions, be communicated in a timely and considerate manner
- BSU will extend an invitation to all trustees for all in-house training and briefing events, appropriate external events, Union run social engagements and formal dinners, awards ceremonies and special events.