



# ABERDEEN UNIVERSITY STUDENTS' ASSOCIATION

## STUDENT TRUSTEES

**Voluntary Role, two year position**

**Hours: 2-4 Hours a month**

**Based: Aberdeen**

**Closing Date: 29th August 2022**

If you're interested in applying, you can send a full CV, cover letter to introduce yourself plus to explain why you are the best candidate for the role and a completed **Diversity Monitoring Form** to [ausa-hr@abdn.ac.uk](mailto:ausa-hr@abdn.ac.uk) with '**Student Trustee**' in the subject of the email.

Aberdeen University Students' Association (AUSA) is a registered Scottish Charity, No. SC037971

## ABOUT US

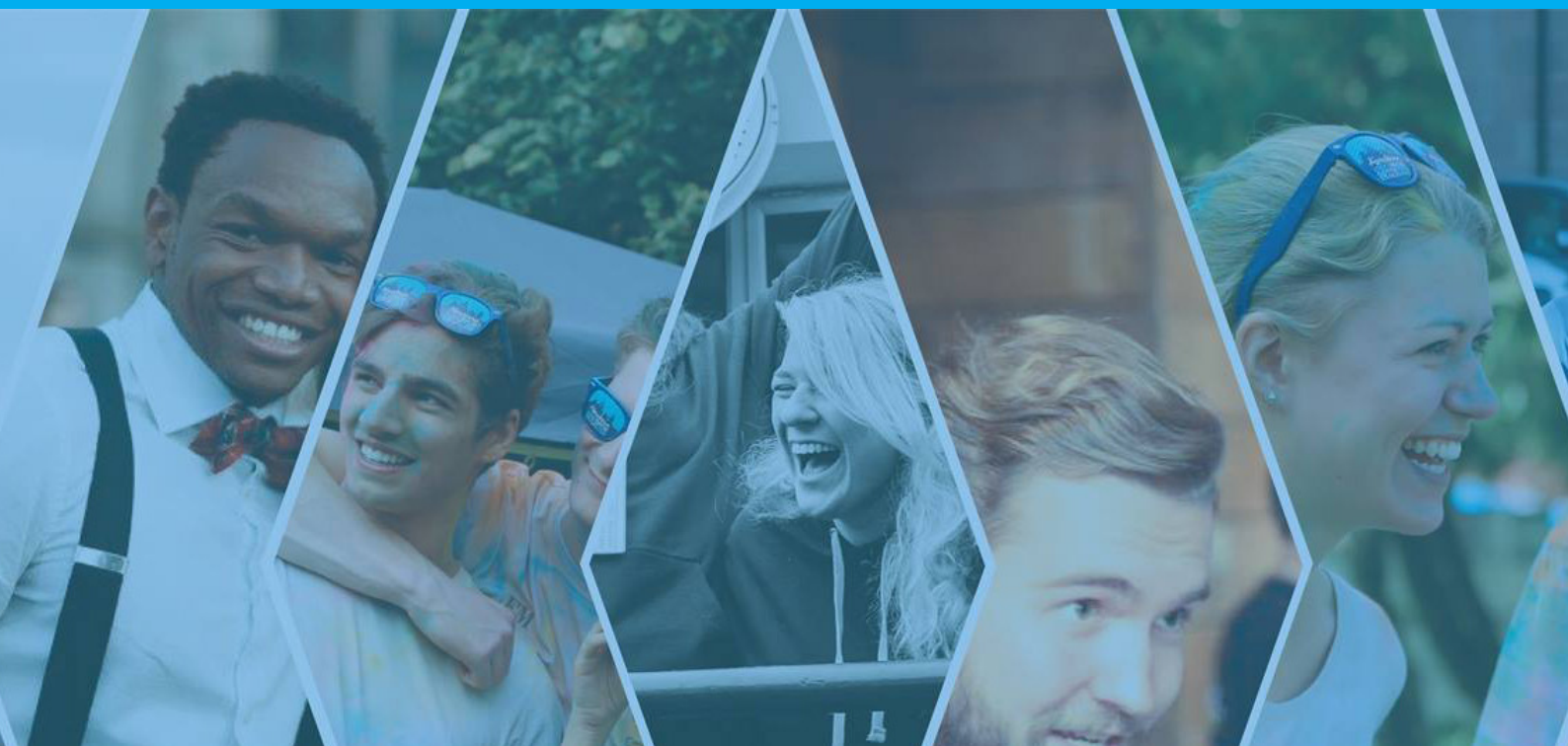
Aberdeen University Students Association, AUSA in short, is a student-led organisation that supports, empowers, and represents the students at the University of Aberdeen. You might've heard the term 'Union' or 'Student Union'... that's us. When students join the University, they're automatically a member of AUSA and entitled to access the services and events we provide.

AUSA is led by 5 elected students, known as Sabbatical Officers or Sabbs. They work together as a team, but each of them focuses on individual remit to represent students and drive forward their interests. They will collaborate on issues aiming to make positive changes at the University, on local and national levels.

We provide a range of representation for students including supporting Class Reps at a course level, School Conveners at a School level, and Sabbatical Officers and Student Council at University level. We also support a range of Forums which exist to promote the interests of and organise events for students who are part of or identify with certain groups.

Our advice service, AUSA Advice, offers free and impartial advice to students. We have two advisers in our team, who can help students with anything from academic advice, health & wellbeing to housing and accommodation needs. Students can ask us anything and if they don't have an answer, we can signpost to those who will.

With over 55 sports clubs and over 200 societies and student groups, AUSA and the University have a vibrant community spirit. Joining a club or society is a great way for students to meet new people and experience new things as well as continue to develop new skills, hobbies and passions. We also support the student charity fundraising campaign, RAG, and a range of volunteering opportunities for students.



# COULD YOU BE ONE OF OUR FUTURE STUDENT TRUSTEES?

## WHAT IS THE TRUSTEE BOARD?

AUSA's Trustee Board is the body which is legally and financially responsible for the running of your Students' Association. The Trustee Board sets the financial and strategic direction of the Association and makes sure that the Association is run in a professional manner. The Trustee Board is made up of a combination of Students, Sabbatical Officers, and External Members to ensure a range of skills and knowledge on the Board.

## WHAT IS THE ROLE?

As a Student Trustee, you will help the Board fulfil its responsibilities in setting the strategic and financial direction of the Students' Association. You'll make decisions on issues which are crucial to the running of the Association and ensure that we comply with the legislation surrounding student unions and employment as well as ensure the good governance of the Association. As a Student Trustee, you'll bring a student perspective to the Board and ensure that each decision taken follows a student-first approach. Please bear in mind it is a **two-year position**.

## WHAT WOULD I GET OUT OF THE ROLE?

The role is voluntary and there is no remuneration but AUSA will cover any out of pocket expenses. What you will gain is a unique insight into the operation of a charity and be able to develop a range of practical skills which are invaluable for future careers.

## DO I NEED ANY PARTICULAR SKILLS?

The first thing we ask is that you are committed to making AUSA the best it can be for students at the University of Aberdeen. Ideally, you'll also have strong decision-making skills and be able to make decisions with independent care and judgment. Being able to think creatively, help find solutions to unique issues and think outside the box will be helpful. It's important that you're willing to speak your mind and make the student perspective clear to your fellow Board members. In order to ensure the delivery of good governance, we also ask for a commitment to displaying Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## WHAT IS THE TIME COMMITMENT?

You will be expected to attend an induction session which will be provided by AUSA where we'll bring you up to speed with all of your legal responsibilities as well as the current matters the Board is dealing with. The Board meets up 4-6 times a year and meetings usually last 2-4 hours. Ahead of these Board meetings, it is expected that Trustees take some time to read the papers presented and familiarise themselves with the issues at hand. There will be occasional decisions required out with the regular meeting schedule which may require some additional consideration time. There will also be the opportunity to attend several formal/social events throughout the year celebrating the work of AUSA and our volunteers if you are available to do so.

## JOB DESCRIPTION

### PURPOSE

The Trustees are ultimately responsible, individually and collectively, for all activity within Aberdeen University Students' Association (the Association). The Board of Trustees is responsible for setting the vision and values of the organisation and for ensuring the delivery of organisational purpose. The Trustees ensure the development of, and agree, a long-term strategy and approve and monitor plans to deliver the strategy.

### KEY RELATIONSHIPS

Association Trustees and staff, elected students and University stakeholders

### KEY RESPONSIBILITIES

Trustees are accountable for delivering the responsibilities detailed in the Constitution

All Trustees have a duty to:

- Ensure that the Association acts in accordance with its charitable objects as defined in the Constitution and other guiding documents and remains true to its vision, mission and values
- Help the Association achieve its objectives and improve the lives of its members
- Ensure that the Association complies with its governing document, all relevant legislation and regulations, including relevant charity law, company law, education acts, and any other relevant legislation or regulations
- Ensure that the Association uses its resources exclusively in pursuance of its objects
- Contribute actively to the Board of Trustees' role in giving firm strategic direction to the Association, setting overall policy, defining goals and setting targets and evaluating performance against agreed Key performance indicators (KPIs) and targets;
  1. Ensuring that the Association has a clear vision, mission and strategic direction and is focused on achieving strategic objectives
  2. Being responsible for the performance of the Association

3. Ensuring that the Association's governance is of the highest possible standard
  4. Ensuring that the Association does not breach any requirements of rules set out in its governing documents and that it remains true to its charitable purposes and objects
- Safeguard the good name, reputation and values of the Association, by ensuring the Association does not undertake activities that put these, or its members at risk
  - Ensure the effective and efficient administration of the Association
  - Ensure the financial stability of the Association, by ensuring the Association does not undertake activities that put its financial stability at undue risk
  - Protect and manage the property and intellectual property of the Association and to ensure the proper investment of the Association's funds, acting as guardians of the Association's assets, both tangible and intangible, taking due care over their security, deployment and proper application, and ensuring the Association uses its resources exclusively in pursuance of its objects
  - Appoint the Chief Executive for the Association and monitor their performance (in accordance with Association procedures)
  - Identify and promptly communicate conflicts of interest, acting with integrity and avoiding personal conflict of interest or misuse of charity funds or assets
  - Participate fully in Board meetings
  - Seek professional external advice where there may be material risk to the Association or where the Trustees may be in breach of their duties, or at any other appropriate moment



# STUDENT TRUSTEES

## PERSON SPECIFICATION

Student trustees are selected for their provable commitment to AUSA and to the success of the Association as well as their knowledge and understanding student experience at the University of Aberdeen.

Student Trustees should have an interest in and some understanding of the work of a Trustee Board and the role of Trustees.

### **SPECIFICALLY:**

The Association is a strongly values-led organisation and therefore successful applicants will be able to demonstrate

- Commitment to and experience in delivering equality of opportunity and reducing barriers to participation
- Commitment to the ethos and values of the Association and a genuine interest in the empowerment of students
- The highest standards of personal honesty and integrity and the ability to act with discretion

The Board of Trustees is only as strong as its members and you should be able

- To communicate effectively and appropriately with a wide range of people
- To demonstrate the ability to think rationally and strategically around complex issues
- Be able to fully participate in all board conversations



## HOW TO APPLY

The Association is committed to providing equality of opportunity, treatment and dignity in appointments. We will not allow discrimination in any form in advertising, interviewing, selection or eligibility for jobs, and will therefore select individuals on the grounds of their ability and suitability for the vacancy based on genuinely required criteria.

In order to be considered, you must be able to confirm that you are not:

- Someone with an unspent conviction for an offence involving dishonesty or an offence under the Charities and Trustee Investment (Scotland) Act 2005.
- Someone who is an undischarged bankrupt or has a Protected Trust Deed.
- Someone who has been removed under either Scottish or English Law or the courts from being a charity trustee.
- Someone who is disqualified from being a company director.
- Applicants must have proof of Right to Work in the UK

Applications are open until **29th August 2022**, and interviews will be held in **September**. If you're interested in applying, you can send a full CV, cover letter to introduce yourself plus to explain why you are the best candidate for the role and a completed **Diversity Monitoring Form** to [ausa-hr@abdn.ac.uk](mailto:ausa-hr@abdn.ac.uk) with 'Student Trustee' in the subject of the email.

