



St Mary's  
University  
**Students'**  
**Union**



**Student Trustee**  
Recruitment Pack





Thank you for your interest in the role of Student Trustee as a member of the Board of Trustees for St Mary's Students' Union.

We exist to represent, support and empower students at St Mary's University, Twickenham. In Summer 2022 we launched our new three-year Strategy which sets SMSU ambitious targets surrounding student representation, student communities, student support and our relationship with the University. We also rebranded in Summer 2022 with a new logo to reflect our changing pace and priorities as a Students' Union.

We're excited about our future, and in turn, we're looking for two Student Trustees to join our Board to help lead us there.

We hope that any questions you may have are answered in this recruitment pack. However, if you have any further questions, or would like an informal conversation about the Students' Union, please do not hesitate to contact the Students' Union's Chief Executive Officer, James Turnbull, by emailing [james.turnbull@stmarys.ac.uk](mailto:james.turnbull@stmarys.ac.uk)

**George and Caitlin**  
**SMSU Presidents 2022-24**





## About Us

Here at SMSU we aim to stay true to our Vision, Mission and Values to ensure that we always do our best for students at St Mary's University.

### **Our Vision:**

A university experience where every student gets the best out of their time at St Mary's and beyond.

### **Our Mission:**

SMSU will be at the heart of a growing inclusive, empowering and supportive community at St Mary's.

### **Our Values:**

- Inclusive: We'll go above and beyond for our diverse membership, rallying to enhance the voices of under-represented and disadvantaged groups.
- Empowering: We'll be led by our members and enable them to reach their full potential.
- Informed: We'll have our finger on the pulse of student opinion and use robust and innovative approaches to tackle the issues our students are facing.
- Collaborative: We'll work closely with our members and stakeholders to build a strong community at St Mary's.





## Our Strategy

In Summer 2022 we embarked on a brand-new three year strategy, based on student feedback. In 2021, SMSU partnered with Social Engine to undertake research in order to define new strategic priorities. This research included a desk review, staff workshop, stakeholder interviews, an online survey of students, focus groups, further workshops and a final analysis session.

Between now and 2025, we have four key priorities:

- Priority one: growing student representation so that we are on the pulse of student opinion, enabling students to shape their experience whilst realising their full potential
- Priority two: building our student communities so that every student can make meaningful connections throughout their university experience
- Priority three: supporting student wellbeing so that all students have access to the right support whenever they need it
- Priority four: being a proactive partner of the University ensuring that the student experience is always put first by being a critical friend of the University





## Our Leaders

In the spring each year the student body elects two fellow students to become Sabbatical Officers to work full-time for SMSU. The 'Presidents', 'Sabbs' or 'Officers' have either taken a year out of their studies to take up the role or are undertaking it in the year after they've graduated University. We have two Presidents here at SMSU, the Education President and the Student Life President. Whilst each President has a portfolio, they jointly take on the responsibility of leading SMSU and ensuring that it meets the needs of the student body.



**George Chaplin**  
**Education President**

The Education President sits on senior academic committees and leads on academic representation, course reps and subject chairs.



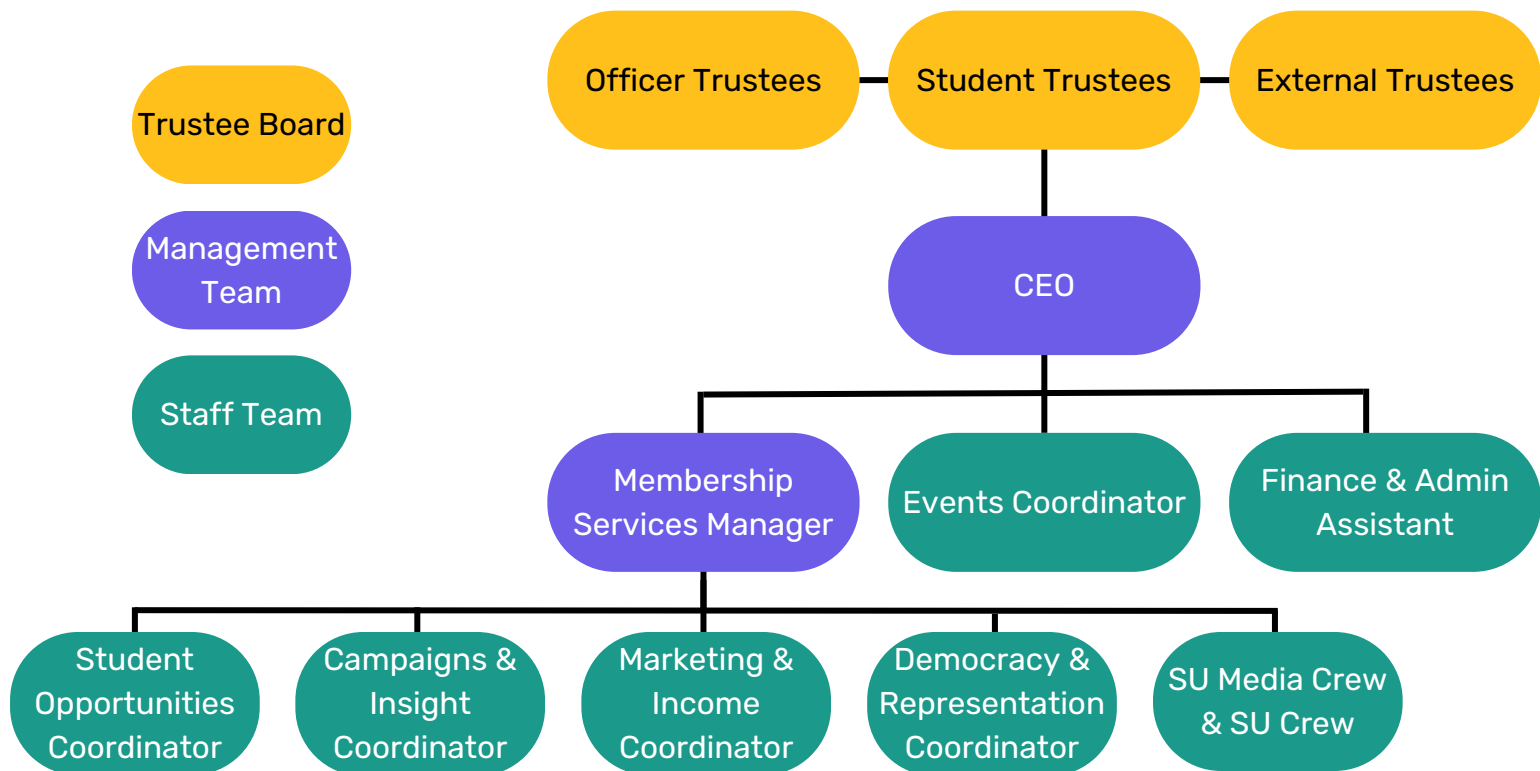
**Caitlin Finn**  
**Student Life President**

The Student Life President is the Student Governor and the Chair of the Board of Trustees, leads on social events, societies, fundraising, sport, welfare and campus facilities including accommodation.





## Our Team







# About the role

## **As a member of the Board of Trustees, you will be expected to:**

- Be a Charity Trustee and Company Director of SMSU.
- Lead on the charity's strategic vision and development.
- Be responsible for the charity including compliance and development.
- Scrutinise and approve new policy, capital projects and major governance developments.
- Hold the Officers and CEO of SMSU to account.
- Attend a minimum of five meetings per year.

## **As a member of the Board Sub-Committees, you will be expected to:**

- Monitor all of the finances and business reports of the charity.
- Oversee the charity's risk-management processes and report financial health to the board of trustees at regular intervals.
- Aid the CEO in budgeting and strategic financial planning.
- Ensure all strategic and annual operating plans are financially appraised
- Test the Business Continuity Plan and ensure its ongoing development.
- Attend and prepare for four meetings (per sub-committee) per year.

## **Other responsibilities (as and when required):**

- Attend events, networking opportunities and training events as an ambassador of the charity.
- Attend any other meetings as required such as the Disciplinary Committee, Tender interviews and Appointments Committee.
- Attend SU Team training and development days.

## **Remuneration**

Trustees are volunteer (unpaid) roles. However, the Students' Union will reimburse any expenses related to travel or accommodation costs incurred by attending meetings or conferences on behalf of SMSU.





# Your Skills

**First and foremost, we're looking for students who want to enhance the student experience for those studying at St Mary's University.**

As a result, we're looking for the following characteristics:

- Commitment and passion for the SU
- Willingness and reliability to dedicate the necessary time and effort
- Strategic vision
- Good, independent judgement
- An understanding and commitment to the principles of student representation and democracy
- Willingness to speak their minds
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Ability to work effectively as a member of a team
- Responsible, especially when handling sensitive and confidential information
- Good communication skills
- Adherence to the Nolan principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership



A woman with long dark hair, wearing a dark blue quilted jacket, is climbing a grey rock wall. She is reaching up with her right hand to grab a yellow climbing hold. Another person's head with brown hair is visible in the bottom right corner, also looking up at the wall. A white rounded rectangle with the text 'Next Steps' is overlaid on the image.

## Next Steps

### **The legal stuff**

As part of the charity's governance and annual reporting, the organisation is required to submit trustee contact details to the Charity Commission, including disclosure of any interests, conflicts and third party transactions.

You may not be eligible if you:

- Are under 18 years of age
- Have an unspent conviction of any offence including deception or dishonesty
- Are undischarged bankrupt
- Have made compositions with your creditors and have not been discharged
- Have at any time been removed by the Commissioners or by the Court in the UK from being a trustee because of misconduct
- Have failed to make payments under the County Court Administrators' orders.





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## **Trustee Eligibility Declaration Form**

### **Trustee eligibility and responsibility**

By completing and signing this form, you declare that you:

- a. are willing to act as a trustee of the organisation
- b. understand your organisation's purposes (objects) and rules set out in its governing document
- c. are not prevented from acting as a trustee because you:
  - have an unspent conviction for an offence involving dishonesty or deception
  - are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order)
  - have an individual voluntary arrangement (IVA) to pay off debts with creditors
  - are disqualified from being a company director
  - are subject to an order made under section 429(2) of the Insolvency Act 1986
  - have previously been removed as a trustee by the Charity Commission, the Scottish charity regulator or the High Court due to misconduct or mismanagement
  - have been removed from management or control of any body under section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)
  - are disqualified from being a trustee by an order of the Charity Commission under section 181A of the Charities Act 2011

### **You also declare that:**

- the information you provide to the Charity Commission is true, complete and correct
- you understand that it's an offence under section 60(1)(b) of the Charities Act 2011 to knowingly or recklessly provide false or misleading information
- your organisation's funds are held (or will be held) in its name in a bank or building society account in England or Wales
- you will comply with your responsibilities as trustees – these are set out in the Charity Commission guidance 'The essential trustee (CC3)'
- (if applicable) the primary address and residency details you provide in are correct and you will notify the Charity Commission if they change



**Personal benefit**

If your organisation pays (or will pay) any trustee for being a trustee OR any trustee or person connected to them for providing goods and services, you declare that this will:

- be in the organisation's best interests
- be lawful and authorised
- help the organisation carry out its purposes (or be a necessary by-product of it carrying out its purposes)

**Print Name****Signature****Date**