

**Role Description**

**Student Trustee**

Anglia Ruskin Students’ Union are seeking a resourceful, determined and committed student to join our Board of Trustees as a Student Trustee. The position is voluntary but provides an exciting opportunity to join a dynamic charity and develop skills and knowledge.

For an informal conversation about the role, please contact either Jamie Smith, President and Chair of the Board of Trustees at [j.smith@angliastudent.com](mailto:j.smith@angliastudent.com) or Matthew Ensor, Chief Executive Officer at [m.ensor@angliastudent.com](mailto:m.ensor@angliastudent.com).

**About us**

Anglia Ruskin Students’ Union is an independent charity that supports students through University. If you’re an Anglia Ruskin University student, you are a member of Anglia Ruskin Students’ Union.

You become a member as soon as you enrol at Anglia Ruskin University; it’s automatic and it’s your right as a student.

Because we're independent you get to decide how we’re run and what we do. You can do this by voting in an election, getting your voice heard through a Student Council or participating in a campaign. Our core function is representation; we make sure your voice is heard within the University and you get the most out of your degree.

We also provide you with lots of opportunities to have fun, make friends and get experience outside of the classroom. You might be interested in volunteering, joining one of our clubs or societies, attending a ‘give it a go’ session, working for us or attending some of our fantastic events.

Our vision is “Students creating success together” and everything we do is led by students, for students.

Our values are:

Inclusive -We champion equality, diversity and inclusion. We respect the needs of the individual and the wider student community.

Honest -We act honestly, think ahead and deliver on our promises. We share our hopes, challenges and successes widely and effectively.

Collaborative -We always seek to work in partnership to help us realise our shared ambitions.

Determined -We know what is important to ARU students and are driven to achieve the best possible outcomes for them.

**The role of the Board of Trustees**

The Board of Trustees have ultimate responsibility for the governance, budget and strategy of the Students’ Union.

The Board of Trustees is made up of no more than five Officer Trustees, four Student Trustees and six External Trustees.

1. Officer Trustees are elected and remain in office for a term of one year until they cease to be a full-time Executive Officer, although they may be re-elected for a further term of one year
2. Student Trustees are appointed and remain in office for a term of two years and may serve a maximum of two consecutive terms. Each Student Trustee must be a student at the time of their appointment and for the duration of their term(s)
3. External Trustees are appointed and remain in office for a term of four years and may serve a maximum of two consecutive or non-consecutive terms

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**Key responsibilities**

* To ensure that Anglia Ruskin Students’ Union acts in accordance with its charitable objects, Articles of Association, Bye-Laws and other guiding documents and, in particular, remains true to its mission, vision and values
* To help Anglia Ruskin Students’ Union achieve its organisational objectives and improve the lives of its members
* To ensure that Anglia Ruskin Students’ Union complies with all relevant legislation and regulations, including relevant charity acts and education acts
* To monitor the financial performance of Anglia Ruskin Students’ Union and ensure it remains solvent and financially secure
* To ensure the funds of Anglia Ruskin Students’ Union are spent in accordance with its charitable aims and objectives
* To ensure that Anglia Ruskin Students’ Union does not undertake activities that put its financial stability, members or reputation at undue risk
* To use personal skills and experience to ensure Anglia Ruskin Students’ Union is well-run and efficient
* To contribute to and support the recruitment, appraisal and performance management of the Chief Executive Officer
* To seek external professional advice where there may be material risk to Anglia Ruskin Students’ Union or where the Board of Trustees may be in breach of their duties, or at any other appropriate moment
* To add value to the Board of Trustees and Anglia Ruskin Students’ Union through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity

Anglia Ruskin Students’ Union is fully committed to its policies and procedures on equality and diversity.

**Remuneration**

The position is a voluntary and unpaid role.

**Expenses**

All out-of-pocket expenses will be reimbursed; this includes travel costs to all meetings, mobile or home telephone calls, printing and photocopying costs and all other reasonable costs incurred whilst carrying out the duties of a trustee of Anglia Ruskin Students’ Union.

**Time commitment**

The expected time commitment is at least 7 days per annum including attendance at and preparation for all meetings, training and events.

You will be expected to travel to both Chelmsford and Cambridge campuses at least 6 times per year at pre-determined dates. The Union will support you in your conversations with your course leaders to enable you to effectively perform your trustee duties, in the event any meetings or training clashes with your academic calendar.

The first meeting you will be expected to attend is on Wednesday 29 November at 3.00 pm and will be located in Chelmsford.

Travel arrangements will be made and paid for by the Union.

**Training and development**

Anglia Ruskin Students’ Union is fully committed to providing training and development to support its trustees and their ongoing professional development.

**Board sub-committees**

Student trustees have the opportunity to sit on the Trustee Board sub-committees, of which there are three (Finance and Risk, Appointments and Governance and HR and Employee Engagement), alongside other trustees and committee experts, where a vacancy arises.

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| **Criteria** | **Essential** | **Desirable** |
| **Experience and background** | | |
| Evidence of successfully working in a leadership or governance role (through either work or voluntary  experience) | 🗸 |  |
| A current Anglia Ruskin University student | 🗸 |  |
| A mature student (21+) |  | 🗸 |
| A Lord Ashcroft International Business School student |  | 🗸 |
| **Knowledge** | | |
| A good understanding of the issues affecting students in the UK and at Anglia Ruskin University | 🗸 |  |
| An awareness of the effective governance of organisations (public, private or voluntary sector) |  | 🗸 |
| A understanding of relevant legislation and statutory requirements, including charity law,  employment law and health and safety law |  | 🗸 |
| **Skills and abilities** | | |
| The ability to challenge the status quo, test perceived wisdom and question authority | 🗸 |  |
| Sound judgement and the ability to think strategically, handle competing priorities and make informed decisions | 🗸 |  |
| Strong communication skills with the ability to relate to and communicate effectively with people at all levels and from all backgrounds | 🗸 |  |
| **Values, attitudes and personal qualities** | | |
| A leader on equality of opportunity who values diversity and removes barriers to equality | 🗸 |  |
| An excellent role model who promotes the highest standards of integrity and honesty | 🗸 |  |
| A determined individual who is positive and resilient enough to balance being a trustee with their studies and other responsibilities | 🗸 |  |