

EXTERNAL TRUSTEE/BOARD MEMBER ROLE DESCRIPTION

Vision

The University of St Andrews Students' Association is a student-led organisation with over 8,000 current members. We are an exciting and dynamic organization, committed to providing the best possible experience for students.

We support an extensive system of 400+ student representatives on both the undergraduate and postgraduate level. We have a thriving student activities scene with over 150 affiliated societies, serve as the primary entertainments venue for St Andrews students, and provide a range of services including two coffee shops and four bars.

The Students' Association Board (SAB) is the governing body of the University of St Andrews Students' Association, responsible for governance, strategic leadership and general oversight of the Association.

Core Purpose

External trustees are intended to enhance the technical expertise, professional experience and skill of the Board, to help to promote continuity, and to bring an independent perspective to the trustees' deliberations.

You will help to lead and support the Association in meeting its charitable objectives and providing outstanding services to achieve a world leading student experience. You will be an active and contributing member of the Board and ensure organisational compliance in all areas of legislation, policy and procedure, using personal skills and experience to help the Board in reaching structured and sound decisions.

Main Responsibilities

- Discharge with due care and diligence the duties of a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005.
- Ensure that the Association fulfills its legal and statutory duties, and that all Association activities are consistent with its charitable objectives as stated in the Constitution.
- Ensure the financial stability of the organization and sound risk management.
- Actively contribute to strategic decisions and planning.
- Help to monitor the implementation of the Students' Association Strategic Plan and strategic decisions taken at meetings.
- Provide advice and support to fellow trustees, elected student officers, and senior staff of the Association as required.
- Serve as a mentor for Sabbatical Officers and student trustees.
- Attend and actively contribute at meetings of the Students' Association Board six times yearly.
- Be a member of standing subcommittees and working parties of the Board as required: attend meetings of these groups and actively contribute to their work.

Time Commitment

External trustees are expected to attend and contribute at meetings of the Board, which are held six times per year, normally in early evening hours, lasting approximately two hours each (attendance may be by Microsoft Teams or teleconference call). Papers will be circulated at least a week in advance.

They will normally also be expected to contribute at meetings of one Board subcommittee, which represent a broadly similar time commitment to the Board. They may occasionally be asked to attend additional meetings and be consulted at other times.

Additional communication may be required between meetings, and Board members will also be required to set time aside in advance of meetings to read all papers relating to meetings

Terms of Appointment

The normal term of office for an external trustee is three years, renewable for up to three terms in total with the approval of the Board.

Remuneration

The role is unpaid, but travel expenses will be reimbursed.

PERSONAL SPECIFICATIONS

We are looking for an external trustee with skills, knowledge, and experience to further develop the strategic direction of the Students' Association. Experience of governance roles in the public, private, or voluntary sector is desirable, and enthusiasm for the core values of the Students' Association as a student-led, democratic, inclusive, ambitious, and caring organization is absolutely essential.

Attributes	Essential	Desirable
<i>Experience and knowledge</i>	<ul style="list-style-type: none"> • Knowledge and understanding of duties of charity trustees • Ability to offer creative strategic direction • Excellent planning and organisation skills • Understanding of accounts and financial reporting • Experience in dealing with commercially and personally confidential information 	<ul style="list-style-type: none"> • Experience of mentoring or coaching • Knowledge or experience of voluntary/charitable sector • Experience of board membership • Experience in higher education • Understanding of the diverse range of student issues • Understanding of employment issues • Commercial experience
<i>Competencies and skills</i>	<ul style="list-style-type: none"> • Collaborative approach • Diligent • Positive attitude • Analytical • Good communicator 	
<i>Values</i>	<ul style="list-style-type: none"> • Commitment to the values of the Students' Association • Integrity • Judgement • Professionalism • Collaborative approach • Interest in working with students 	
<i>Other</i>	<ul style="list-style-type: none"> • Qualified to be a trustee under the Charities and Trustee Investment (Scotland) Act 2005 	