

STUDENT 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, such as a stationery and gift shop, two cafés, and several 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

Student trustees are intended to ensure that the Board is in touch with student voices and desires, and that the overall control of the Association remains in the hands of its members. Their role is to provide scrutiny, a membership-based perspective, and strategic direction.

You will aim to ensure the Association meets its charitable objectives, and provides outstanding services for its members to attain a world leading student experience.

You will be an active and contributing member of the Board and its subcommittees, working with lay trustees to help ensure organisational compliance in all areas of legislation, policy, and procedure, and using your perspective as a student to help the Board in reaching structured and sound decisions in the interests of the charity.

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.
- Attend and actively contribute at meetings of the Students' Association Board six times yearly.
- Be a member of such standing subcommittees and working parties of the Board as required; attend meetings of these groups and actively contribute to their work.

Time Commitment

Student 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.

You will normally also be expected to contribute at meetings of one Board subcommittee, which represent a broadly similar time commitment to the Board.

You 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 a student trustee is one year.

Remuneration

The role is unpaid.

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 role 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 & 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 & Skills</i>	<ul style="list-style-type: none"> • Collaborative approach • Diligent • Positive attitude • Analytical • Good communicator • High standards of integrity and professionalism 	
<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 	