



**STUDENTS'**  
**UNION**  
BOURNEMOUTH UNIVERSITY

# External Trustee Information Pack 2019

## External Trustee Information Pack

2019

Thank you for your interest in becoming a trustee of The Students' Union at Bournemouth University (SUBU).

I hope that you will find this pack a useful source of information for both understanding the organisation a little better and a tool for helping you decide whether you would wish to be involved with us.

If you do need any further information, please feel free to contact our General Manager or myself at any time I look forward to hearing from you,

Ade Balogun.

President 2019/20

Chair of Trustees

Tel: 01202 965773

Email: [supresident@bournemouth.ac.uk](mailto:supresident@bournemouth.ac.uk)



## ABOUT US

The Students' Union (SUBU) exists to 'provide the services that meet the needs of our members', these include;

To represent the interests and opinions of our members to all the relevant bodies.

To empower our members with the information and opportunities to enhance the quality of their lives.

To provide efficient, value for money commercial services that fulfil the requirements of our members and meet financial targets.



To facilitate the training and development of our employees and members so that the above objectives are met in a cost effective and professional manner.

Every year the student members elect up to five full time officers (sabbaticals) to work in the Union and to lead us to achieve the above aim and objectives.

The sabbaticals also form part of a wider elected committee called the 'executive committee' which includes up to twelve current students.

Sabbaticals and the rest of the executive committee work closely with the managers and staff of SUBU to do the best that they can for students.

SUBU is about empowering students, elected officers, and its staff. Its organisational culture is principally one of trust and openness. Cooperation and Collaborative working is common both within SUBU and with external stakeholders. At times SUBU looks chaotic but that is the nature of student engagement.



### The SUBU Vision

Since 1996, SUBU has based its annual action planning and appraisal system around its VISION statement.

Currently this states that:

**'By 2023, SUBU will be recognised as 'enabling students to see their future now.'**

Traditionally this VISION has been discussed and informed on an annual basis by the SUBU trustees, staff and elected officers

It is expected that the trustee board will guide the work of SUBU by helping us to fashion our VISION and developing the strategy and plan to achieve it.

### THE TRUSTEE ROLE AT SUBU

With the enactment of the 2006 Charities Act, SUBU recognised the need for increased specialist knowledge, experience and expertise on the Board.

**STRUCTURE OF THE BOARD** The Board of Trustees is currently composed of:

- i) The President of the Students' Union (chair of the trustees)
- ii) 4 appointed External (Non Student) Trustees, one of whom will be the Vice Chair.
- iii) 6 recruited students from the student body
- iv) 1 or 2 executive committee member (elected from the executive committee)
- v) 1 SUBU staff member (elected from the SUBU staff)



The External Trustees are expected, between them, to bring expertise in any of the following areas to the Board.

- brand management and social media;
- membership organisations and engaging with members in a democratic way;
- local matters pertinent to Bournemouth and Poole
- commercial business experience including finance and accounts

Charity trustees are the people who have the overview and strategic scrutiny of the management of a charity. When recruiting trustees, we have to give careful consideration to the balance of skills on the trustee board.

In order to support our current Trustee board we are, in particular, seeking applications from candidates who can offer experience in:

#### Finance and Accounting

We would also welcome candidates who are currently working in one of these fields and may wish to consider the role as part of their wider career development.

#### TERM OF OFFICE

For the 4 external posts, the positions are 3 year appointments.

By mutual consent, the external Trustees may serve a maximum of two x three-year terms (or a multiple thereof up to six years).



Student elected members of the trustee board may serve up to a maximum of two years subject to re-election from the student body to their role in the executive committee.

Student trustees are recruited for two academic years, notwithstanding their recruitment may occur part way through an academic year.

#### KEY INFORMATION

The key responsibilities of all Trustees are found in the Charity Commission Guidelines for Trustees CC3

(Available from: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/734288/CC3\\_may18.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/734288/CC3_may18.pdf))

There are four scheduled Trustee Meetings per year and in addition, Trustees may be required to attend training sessions.

The position is unremunerated; however, reasonable travel expenses can be reimbursed in accordance with SUBU policies and Charity legislation.





The commitment for Trustees will be to attend 4 Board meetings (average length three hours) a year in Bournemouth, a strategy day and / or a training day each year and an interest in joining one of our Committees which meet up to 4 times a year (average length two hours).

Currently trading at the Old Fire Station is conducted by Feelprime Ltd, a wholly owned subsidiary of SUBU.

All full time staff are seconded from SUBU to Feelprime and any profits earned are gift aided annually back to SUBU.



## THE CHALLENGES FOR TRUSTEES IN STUDENTS' UNIONS

The role entails working alongside some students who are the elected leaders of the organisation.

The challenge is to ensure that SUBU is an organisation fit for purpose whilst being sensitive to the democratically elected officers and their obligation to represent their members (the whole student body).

In addition, there are other challenges facing Students' Unions in general. SUBU, in common with many HE students' unions, is experiencing financial constraints which impact directly into their ability to provide services to the student membership.

SUBU always faces pressures in its own commercial services and a significant source of its own funding, at the same time as the grant from the University stalls or tends towards small increases.



The Board will be expected to consider proposals for ensuring the financial viability of the Union into the future.

SUBU has appropriate financial reserves and an excellent record in being able to create cash surpluses (notwithstanding the needs for capital investment) at the same time as (at least) maintaining or improving its services.

## HOW DO I APPLY?

Please send a copy of your CV and a covering letter to:

Alan James, General Manger  
Students' Union at Bournemouth University (SUBU)  
Talbot Campus  
Fern Barrow  
Poole  
Dorset  
BH12 5BB  
Alternatively, by email to: [ajames@bournemouth.ac.uk](mailto:ajames@bournemouth.ac.uk)



Expressions of interest, covering letters and CV's should be received no later than noon on Friday 23<sup>rd</sup> August 2019.

## HOW WILL TRUSTEES BE APPOINTED?

Eligible Persons, on invitation or through application, wishing to be considered for the role should submit their interest to the Appointments Committee.

The Appointments Committee will review all applications received and shortlist potential candidates for interview. Shortlisted candidates will be invited to attend an interview with the Appointments Committee.

Following the interviews, the Appointments Committee will make a decision as to which of the candidates they would like to offer the post to. The Committee will notify all candidates of their decision and in the case of the successful candidates, the offer to take up the role including the start and end dates for the position.



For more information about the Students' Union at Bournemouth University or the role of External Trustee, please contact the General Manager, Alan James on 01202 965765  
[ajames@bournemouth.ac.uk](mailto:ajames@bournemouth.ac.uk)