



**STUDENTS'  
UNION**  
BOURNEMOUTH UNIVERSITY

# Lay Trustee Recruitment Pack

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

SUBU is an independent charity dedicated to making the lives of Bournemouth University students better, whether that is through running clubs and societies, putting on events in our venues or by supporting students with our Advice Service, we are here to be the voice of students at Bournemouth University.

SUBU is a democratically-run organisation, led by a team of four elected sabbatical officers, who are either students who have recently graduated or are taking a break from their studies. SUBU is a registered charity and has a trustee board, which ensures the effective stewardship of the students' union. The Board is responsible for the financial, legal and reputational integrity of the students' union and works with the Chief Executive and management team to set the strategic direction of the organisation.

The SUBU board is made up of four sabbatical officers, including the President who is the chair of the board, four lay trustees, and 2 student trustees.

We are looking for a **lay trustee** to join our Board. Lay trustees provide expertise to the Board and we are looking for a candidate with particular strengths in strategic delivery and performance monitoring and/or finance and management accounting. We anticipate that the successful candidate could also be a member of the Audit and Risk Committee.

SUBU has recently completed a democracy and governance review and are now implementing the recommendations. Furthermore, a new three-year strategic plan is being developed. If you meet the role description below and would like to be a part of supporting an innovative charity on the next step of its journey, we encourage your application.

## Role Description

### Essential Criteria:

- Interest in Higher Education
- Strong interpersonal and communication skills
- Commitment to the charity's objectives
- Understanding of risk management
- Understanding and experience of financial management in large and complex organisations
- Innovative, with an understanding of strategic development and delivery
- Experience of monitoring organisational effectiveness
- Good independent judgment
- A commitment to being part of a student-led organisation

### Desirable Criteria:

- Financial qualification and/or equivalent experience
- Experience of charity finances, including management accounts
- Commercial acumen including awareness and understanding of value for money, lean processes, and process improvement
- Understanding of students' unions

## Time Commitment and Expectations

The Trustee Board meets up to five times a year, with meetings lasting around four hours. Meetings will take place in the afternoon at the Students' Union's Talbot Campus location. There is an expectation that the successful candidate in this role will also join the Audit and Risk Committee. This committee meets also up to five times a year for two hours each meeting.

There is also an anticipation that there will be an away day for trustees in Spring 2021. Trustees are also invited to key Union events throughout the year.

## Appointment

The initial term of appointment will be three years. Trustees may serve an additional three-year term on agreement with the Appointments Committee. A Lay Trustee cannot be an employee of the Union, a current or recently graduated student of Bournemouth University, or a recent sabbatical officer of the Union.

## Remuneration

The role of Lay Trustee is voluntary. However, we will reimburse reasonable expenses such as travel. SUBU will also provide training and induction for the role on joining the Board.

## How to Apply

If you are interested in applying for the role of trustee or for an informal chat, please contact Dr Samantha Leahy-Harland, Chief Executive, on [sleahyharland@bournemouth.ac.uk](mailto:sleahyharland@bournemouth.ac.uk) or Naomie Lebe, Students' Union President and Chair of the Trustee Board, on [supresident@bournemouth.ac.uk](mailto:supresident@bournemouth.ac.uk).

To apply for the role, please send a CV and covering letter of no more than two pages to [sleahyharland@bournemouth.ac.uk](mailto:sleahyharland@bournemouth.ac.uk) on why you would like to be a trustee and how you meet the selection criteria.

Applications for the role close on Wednesday 19<sup>th</sup> August 2020 with the anticipation that interviews will take place via Microsoft Teams week commencing Monday 24<sup>th</sup> August 2020.



## About SUBU

The Students' Union at Bournemouth University is currently a registered unincorporated Charity. We are in the process of changing our legal status and are set to become an incorporated Charity from Tuesday 1<sup>st</sup> September 2020.

SUBU has 53 permanent staff and normally recruits around 200 casual student staff each year. SUBU has an annual turnover of circa £5m. SUBU is funded primarily through a block grant from Bournemouth University and generates further income through several commercial outlets, including an on-campus shop, bar, and coffee outlet, as well as a town centre nightclub. SUBU operates a trading subsidiary called Feelprime Ltd.

For more information about SUBU please visit our website: [www.subu.org.uk](http://www.subu.org.uk)

For more details about the **Trustee Board** including details of our **Accounts and Trustee Board Minutes**, please visit [www.subu.org.uk/support/subu](http://www.subu.org.uk/support/subu)