



**STUDENTS'  
UNION**  
BOURNEMOUTH UNIVERSITY

# Student Trustee Recruitment Pack

---

**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, five lay trustees, and 4 student trustees.

We are looking for **three student trustees** to join the Board. You must be a student at Bournemouth University for your term of office to be eligible for this role. The term of office is for a maximum of two years.

## What's in it for me?

Applying to be a student trustee is a fantastic opportunity to gain extracurricular skills and boost your employability. The role of a student trustee is to ensure that SUBU is acting in its members' interests and help set the strategic direction of the students' union, to ensure it makes the student experience the best it can be.

You'll gain experience being part of a board making decisions around financial resources, helping to steer the strategic direction of the students' union and gaining an understanding of how a multi-million pound organisation works. You'll be supported with training to enable you to succeed in your role.

## What experience do I need?

Essential:

- A commitment to the Students' Union at Bournemouth University
- Good communication and interpersonal skills
- Sound and independent judgment
- The ability to speak up and contribute to discussions
- Willingness to work in a team
- Commitment to working in a student-led environment

Desirable:

- An understanding of students' unions and/or the Higher Education sector
- Experience or an interest in risk management
- Experience or an interest in financial management

## 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. We would also request you to sit on one of our Committees (Audit and Risk or Human Resources) which meet up to 4 times per year (average length 2 hours)

## Appointment

The term of appointment can be for a maximum of two years. Student trustees must be students at Bournemouth University for the entirety of their term as trustees.

## Remuneration

The role of Student 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.

## Equality and Diversity

SUBU is committed to becoming a more inclusive and diverse organisation to better represent the student communities that we serve. This commitment to inclusivity is one of our organisational values. Being a diverse organisation includes ensuring that people from marginalised communities are involved with the decision making processes at all levels within SUBU. This is why we encourage applicants from the following communities to apply:

People of Black, Asian and Minority Ethnic backgrounds

People with Disabilities

People of marginalised genders

LGBTQIA+

All submitted applications are redacted as part of our application process and appointments are based on experience, skills and competencies.

## 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 Friday 24th September 2021 with the anticipation that interviews will take place via Microsoft Teams week commencing Monday 27th September 2021

Successful candidates will be expected to attend a training day - date to be confirmed (via MS Teams or Zoom).

If you require this document in an alternative format, such as large print or a coloured background, please contact [ddsilva@bournemouth.ac.uk](mailto:ddsilva@bournemouth.ac.uk)



## About SUBU

The Students' Union at Bournemouth University is an incorporated Charity.

SUBU has 42 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)