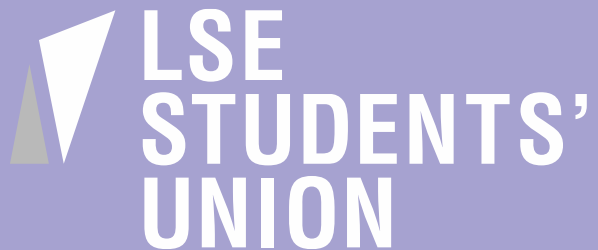


LONDON SCHOOL OF ECONOMICS STUDENTS' UNION

Trustee Recruitment Pack

JULY 2017



WELCOME

Thank you for your interest in LSE Students' Union and becoming a Trustee. This pack contains an overview of the Union, the role and information on how you can apply.

LSE Students' Union exists to represent all 12,000 of our members - every London School of Economics and Political Sciences student. We're run by students, for students, and provide support, representation, advice and activities throughout the good times and the tough times.

We're governed by a board of eleven Trustees, who work alongside our student officers, staff team, and

hundreds of student volunteers to run a thriving and active students' union in the heart of London. The Students' Union has gone through continual development over the past 2 years after recruiting a number of staff, including a new senior leadership team including Chief Executive to re-energise the Union. It's an exciting time for us, with a new strategic plan, rebrand and new physical space for our services on the horizon, and we're looking for someone with the experience to help guide us through this transition.

This is a great opportunity to join the Trustee Board of a developing and dynamic charity committed to changing lives and we look forward to your application.



Mahatir Pasha,
Chair of LSESU Trustee Board

ABOUT US

LSE Students' Union is the primary organisation representing the views of the 12,000 students at London School of Economic and Political Sciences (LSE) to the institution and beyond.

With 5 Full-Time Student Officers, over 40 members of permanent staff and a team of volunteers the Union is one of the best in the country, but is ambitious to develop even further. As well as providing student representation, advice and support for students, the Union also runs a number of opportunities, including volunteering and a range of different student societies and sports clubs. We also have gym, bar and venue, catering outlets, retail and merchandising outlets.

The Students' Union Trustee Board has now been formed since it became a registered charity in 2011 and has undergone a major developing program ensuring that the

Board is skilled to respond to the new challenges and opportunities that the Union will face.



STUDENTS' UNION AIM AND GOALS

Our Plan towards 2021 was recently approved by the Board to start implementation in the 2017/2018 academic year:

Our Vision:

Our vision is to create a community at LSE which is at the heart of student life

Our Mission:

Our mission is, working together with our members, we will make their time at LSE an empowering and enjoyable experience..

Our Values:

At the heart of everything we do are our values. We are proud of our values, they give us our identity, guide how we make decisions and how we conduct ourselves in a way that is unique to the LSESU.

We are member -led | We are supportive | We are ambitious | We are challenging

Our Strategy

Together with students, we will push the advancement of education, ensuring that it is accessible, holistic and reflective of the diversity of the community at LSE.

Together with students, we will develop a supportive environment, which enables students to succeed.

Together with students, we will be a Union which listen and acts, ensuring that we are a positive agent for change in our School and communities

Together with students, we will develop a strong sense of community, beyond the classroom which are filled with opportunities which are fun and enjoyable

THE OPPORTUNITY

As with all charities, the Students' Union needs to be overseen by a Trustee Board. This is now an established board and brings together our elected Full-Time Officers with student trustees and external trustees to oversee our governance, finance and strategy.

This is an opportunity to become an active participant in the 6 meetings of the board that will take place each year, as well as being on hand to take decisions between meetings when the need arises. There is also the opportunity for some external trustees to sit on Students' Union sub-committees.

The Trustee Board reviews the finances of the SU, receives updates from the sub-committees, and discusses and makes executive decisions on any matters that have arisen. The hope is that the trustee board will be forward thinking, and support the development of the Students' Union.

THE TRUSTEE BOARD

Under our current structure the Trustee Board is the highest decision making body in the organisation,

ultimately responsible for the work of Students' Union with particular responsibility for its financial well-being, strategic direction and legal compliance. You would sit as an External Trustees and together with the 5 Officer Trustees and 6 Student Trustees would comprise the membership of the board.

The Students' Union Chief Executive (who acts as first point of contact for the Union), Director of Membership and Chief Operating Officer shall all be in attendance.

It is of great value to the Union to bring in individuals with the expertise we need. Part of this role will be to ensure compliance and good governance as a charity, but also to work with the Chief Executive to monitor progress towards achieving the Students' Union strategic plan, whilst continuing to look for new opportunities that the Union could benefit from.

WHO WE ARE LOOKING FOR?

The individuals appointed as trustees will need to be sympathetic to the aims of the organisation and more generally share a commitment to the broader values of the student movement: student representation, student rights and the student experience – and the importance

of students having a platform to organise together to help make these values a reality.

The role requires a careful balance: trustees need to respect the democratic will of the membership where possible but also be willing to think creatively and point out potential risk in any proposals. An eye for detail to ensure the Union is being well governed and the ability to see future opportunities are also important.

In addition to this we are also seeking to recruit people who bring with them specialist knowledge in some of the areas where we need to add expertise to ensure the board can perform its task successfully. We will consider applications from all backgrounds but for these two posts, we are particularly interested in people with a background in

- **Strategic Implementation**
- **Finance**
- **Human Resources**
- **Legal**

Recent experience of the further or higher education sector or of Students' Unions themselves is particularly useful but is not essential.

COMMITMENT REQUIRED

Attendance: The key requirement is being willing and able to attend and contribute to the meetings of the board. The board will have 6 scheduled meetings each year, with other meetings added if required. Board members may also be invited to consider sitting on committees that have been delegated authority by the Board in different areas. Board members will also need to be available to approve decisions electronically between meetings as required. Each meeting will have some reading and preparation work to do beforehand.

Terms of Office: We are recruiting 1 external trustees to begin serving on the board in the academic year 2017/18. The length of time a Trustee typically serves is between 2 and 4 years.

Training: We utilise the support that is available from the University, the National Union of Students (NUS) and the Charities Commission to ensure all trustees are fully informed of the responsibilities associated with being a charity trustee.

Wider Involvement: Where trustees wish to take a wider interest in what is going on within the Students' Union in

addition to their formal duties as a trustee we will welcome this. We aim to send the news of what is going on in each area of our activity to trustees on a regular basis.

APPLICATIONS

If you would like to apply please send a copy of your current CV, along with a covering letter (no more than one side of A4) which should identify the relevant experience and expertise you would bring to the role and why you would like to be a trustee.

The deadline for applications is 12 noon on Monday 11th September 2017.

For more information, to discuss the role further or to arrange a visit to LSE Students Union, please contact Josephine Sesay, Central Operations Manager, by calling 020 7955 7158 or e-mailing j.m.sesay@lse.ac.uk.

Details of our [Articles of Association](#), [charity information](#) and [financial performance](#) can be found by clicking on the relevant links.

FURTHER INFORMATION



LSESU TRUSTEE ROLE DESCRIPTION

The Trustees are ultimately responsible, individually and collectively, for all activity within LSESU. The LSESU Trustee Board is responsible for setting the vision and values of the organisation and for ensuring the delivery of organisational purpose. The Trustees ensure development of and agree a long-term strategy. They approve and monitor plans to deliver the strategy

Key responsibilities:

Trustees are accountable for delivering the responsibilities detailed in the LSESU Trustee Board Terms of Reference. Notwithstanding this all Trustees have a duty to:

- Ensure that LSESU acts in accordance with its charitable objects, constitution and other guiding documents and in particular remains true to its mission, vision and values.
- Facilitate LSESU being a student-led organisation.
- Help LSESU achieve its objectives and improve the lives of its members.

- Ensure that LSESU complies with all relevant legislation and regulations, including relevant charity acts and education acts.
- Ensure that LSESU does not undertake activities that put its financial stability, members or reputation at undue risk.
- Work with other Trustees, staff and volunteers in a constructive manner and for the greater good of LSESU.
- Participate fully in Trustee Board meetings and join one of the Trustee Board's Committees.
- Use their personal skills and experience to ensure LSESU is well run and efficient.
- Seek external professional advice where there may be material risk to LSESU or where the Trustees may be in breach of their duties or at any other appropriate moment.
- Add value to the Trustee Board and LSESU through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity.
- Abide by the LSESU Trustee Code of Conduct.

Student Trustees and Student Officer Trustees have a particular responsibility to:

- Ensure decisions of the Trustee Board and its Committees take account of the needs and views of LSESU's members.
- Ensure LSESU considers the needs and views of all student groups including as examples Postgraduate, International and part time students.
- Ensure effective communication between LSESU and its members.

Lay Trustees have a particular responsibility to:

Use their particular knowledge, skills and experience to improve the decision making of the Trustee Board and its Committees.

- Support and empower the Student and Student Officer Trustees to act as student leaders for LSESU.
- Act as mentors, as required, for new or less experienced Trustees.

Person specification

Trustees should be:

- Committed to the purpose, charity objects and values of LSESU.

- Committed to facilitating student leadership both within and through the Trustee Board and through the wider democratic structures of LSESU.
- Constructive about other Trustees' opinions in discussions and in response to staff members' contributions at meetings.
- Able to act reasonably and responsibly when undertaking Trustee Board responsibilities.
- Able to maintain strict confidentiality.
- Understand the importance and purpose of Trustee Board and Committee meetings and be committed to preparing for them adequately and attending them regularly.
- Able to analyse information and when necessary challenge constructively.
- Able to make collective decisions and stand by them.
- Able to respect boundaries between management and governance functions.

- Excellent role models who promote the highest standards of probity and integrity.
- Firm supporters of equality of opportunity and committed to promoting diversity.

Removal from Office

The Chair of LSESU Trustee Board may be removed from Office via the democratic processes outlined in the LSESU Articles of Association.



PERSON SPECIFICATION

Knowledge and Experience

Essential	Desirable
An understanding of and commitment to the values and principles of student representation and democracy.	Experience of developing strategy and evaluating performance
An understanding of and sympathy with the aims of LSE Students' Union.	Experience of fundraising and/or campaigning.
A commitment to act in accordance with the Nolan principles for ethical conduct in public service.	Experience of Human Resources development.
	Experience of providing financial management and oversight
	An understanding of charity law and its implications for trustees.
	An understanding of business management.
	Experience of the Charitable sector.
	Experience of Further or Higher Education Sectors.

Skills and Abilities

Essential	Desirable
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Willing and able to commit to attend all trustee meetings as a minimum requirement.	Ability to inspire and motivate others.
A willingness to think independently and contribute in an open and clear way.	Ability to communicate a vision to others.
An understanding and acceptance of the responsibilities associated with being a Charity Trustee (including legal responsibilities and liabilities of Trusteeship under Charity Law).	Strategic thinking.
Excellent communication skills.	
The ability to work well as part of a team	
Ability to analyse information, and consider different points of view with an open mind.	

