

JOB ROLE

Job Title	Student Director (Volunteer Position)
Expected Time Commitment	The time commitment for this post is expected to be a minimum of 4 Board meetings a year and an Away Day, with additional attendance at other events and award ceremonies. You should allow 1-2 hours per meeting for reading papers. Meetings are held in person at the Students' Union, with a digital option available.
Purpose of the Post	The Directors are ultimately responsible, individually and collectively, for overseeing the strategic direction, financial stability and legal/reputational risks of the company (Portsmouth Students' Union Trading Ltd). All profits from the trading company are gifted back to the University of Portsmouth Students' Union so they can be invested in providing better representation, activities and services.

ROLE SPECIFIC DUTIES

Key Responsibilities

Directors are accountable for ensuring the delivery of the business plan and upholding the responsibilities as set out in the [Board of Directors Terms of Reference](#).

Directors have a duty to:

- Be collectively responsible for ensuring the effective management of the Company:
 - The Board shall review and regularly monitor the effectiveness of the Company's operating, financial and other business plans, policies and decisions, including the execution of its strategies and objectives.
 - The Board shall seek to enhance long-term sustainable trading value to UPSU.
- Be responsible for proper and independent scrutiny of the delivery of strategic objectives.
- Work with other directors, staff and volunteers in a constructive manner and for the greater good of PSUT.
- Prepare for and participate fully in Board meetings
- Use personal skills and experience to ensure that the Union is well run and efficient
- Add value to the Board and the PSUT through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity.

DESIRABLE SKILLS

Knowledge and Experience	Evidence of successfully undertaking a leadership and/or governance role (this could be through work, personal life or voluntary experience)
	Knowledge/experience of HE, the Students' Union Sector and the local community
	Knowledge and understanding of industries and businesses operating in public, private and third sectors.

Skills and Abilities	Commands confidence, with the skills to develop productive relationships with a range of stakeholders
	Sound judgement and ability to think collectively and strategically
	Ability to handle competing priorities and make informed decisions
	Highly motivated, energetic and enthusiastic
	Strong communication skills, with the ability to relate to and communicate effectively with people at all levels
	A resourceful individual with good independent judgement
Work Ethic & Values	Able and willing to devote the necessary time and effort to the role
	A flexible and adaptable approach to delivering your role and responsibilities
	A commitment to supporting organisational development in a fast paced environment
	Evidence of commitment to the PSUT & and Students' Union and its purpose, vision and values
	An excellent role model who promotes the highest standards of probity, integrity and honesty

I _____ (*print name*), by signing below, agree with the above Job Description

Signed: _____ **Date:** _____