

## JOB ROLE

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| <b>Job Title</b>                | <b>Student Trustee (Volunteer Position)</b>                                                                                                                                                                                                                                                                                                                  |
| <b>Expected Time Commitment</b> | 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 allocated sub-committee meetings, 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. |
| <b>Purpose of the Post</b>      | The Trustees are ultimately responsible, individually and collectively, for overseeing the strategic direction, financial stability and legal/reputational risks of the organisation                                                                                                                                                                         |

## ROLE SPECIFIC DUTIES

### Key Responsibilities

- Trustees are responsible for setting and overseeing the Union's strategic direction, financial stability and legal/reputational risks of the organisation. This includes:
  - o Agreeing the vision and values of the organisation as directed by students
  - o Developing, approving and monitoring the delivery of the Union's long-term strategy to improve the lives of Portsmouth Students
  - o Ensuring that the Union acts in accordance with its charitable objects, Articles of Association and other guiding documents and, in particular, remains true to its Vision and Values
  - o Ensuring that the Union complies with all relevant legislation and regulations, including relevant charity acts and education acts.
  - o Ensure that the Union does not undertake activities that put its financial stability, members or reputation at undue risk.
  - o Seek external professional advice where there may be material risk to the Union or where the Trustees may be in breach of their duties, or at any other appropriate moment.
- Work with other trustees, staff and volunteers in a constructive manner and for the greater good of the Union.
- 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 Union through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity.

Trustees are accountable for delivering the responsibilities for delivering the responsibilities detailed in the [Byelaws and Articles of Association](#)

## DESIRED SKILLS REQUIRED

|  |                                                                                                                                              |
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|  | Evidence of successfully undertaking a leadership and/or governance role (this could be through work, personal life or voluntary experience) |
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| <b>Knowledge and Experience</b> | Knowledge/experience of HE, the Students' Union Sector and the local community                                   |
|                                 | Understanding of issues affecting under-represented student groups                                               |
| <b>Skills and Abilities</b>     | Commands confidence, with the skills to develop productive relationships with a range of stakeholders            |
|                                 | Sound judgement and ability to think collectively at a high level                                                |
|                                 | 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                                                         |
| <b>Work Ethic &amp; Values</b>  | 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 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:** \_\_\_\_\_