



## LMSU Role Description

### Student Trustee

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| <b>Volunteer Role:</b>  | Student Trustee x 2 (One undergraduate, one postgraduate) - Two year role  |
| <p><b>Role overview:</b></p> <p>LMSU is governed by a Board of Trustees who ensure that we are operating properly and in the best interest of London Met students. The board is made of up to ten trustees;</p> <ul style="list-style-type: none"> <li>● Up to four Sabbatical Trustees</li> <li>● Up to two Student Trustees</li> <li>● One Alumni Trustee</li> <li>● Not more than three External Trustees</li> </ul> <p>We are looking to recruit a motivated individual, passionate and enthusiastic about making a real difference to the lives of students and willing to help take the Union to the next level of success.</p> <p>You will help manage the strategy and finances of the organisation, and be willing to work collectively to ensure that we will be able to deliver positive change for its members year after year.</p> |  |
| <b>Location:</b>  | London Metropolitan University: Holloway campus, Aldgate campus and remote meetings  |
| <b>Time commitment:</b>   | We expect that there will be around 10 meetings per year at around 2 hours each, as well as one or more training/induction sessions. This will include the Board meetings and any sub-committees to which you are appointed.   |
| <b>Supported by:</b>  | Student trustees are supported by the Chair and Deputy Chair of the board with assistance from the Board Secretary and CEO of the Students' Union.   |
| <b>Training and support offered:</b>  | <p>Essential role specific training<br/>Ongoing support and guidance</p> <p>LMSU will make every effort to make meetings and events accessible, however if there is ever something which needs adjusting (for example a meeting room) they can always be contacted to do this.</p> |
| <b>Useful abilities and previous experience:</b>  | No previous training or experience is required, although ideally you will already have some experience of having involvement with the Students' Union previously   |

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|                                  | <p><b>We're looking for students with the following expertise</b></p> <ul style="list-style-type: none"> <li>● Experience of a democratic or member led environment</li> <li>● Awareness of issues surrounding higher education</li> <li>● Great interpersonal skills</li> <li>● Good decision-making skills</li> <li>● Strong commitment to, and understanding of, the principles of equity, diversity and inclusion</li> <li>● Ability to create and maintain strong working relationships and work effectively in a team</li> </ul>  |
| <p><b>Role requirements:</b></p> | <p><b>You will need to:</b></p> <ul style="list-style-type: none"> <li>● Actively participate in the meetings</li> <li>● Prepare for Board meetings by reading through materials and Board papers beforehand</li> <li>● Keep in regular contact with the other Trustees and provide feedback and input on issues when they arise</li> <li>● Be an ambassador of the Students' Union; a critical friend to both the Union and, indirectly, the University</li> </ul> <p><b>More Broadly, in this role you will need;</b></p> <ul style="list-style-type: none"> <li>● To ensure that the Union complies with its governing document, charity law, company law and any other relevant legislation or regulations</li> <li>● To ensure that the Union pursues its objects as defined in the Articles of Association</li> <li>● To ensure the Union uses its resources exclusively in pursuance of its objects</li> <li>● To contribute actively to the Board of Trustees' role in giving firm strategic direction to the Union, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets</li> <li>● To safeguard the good name and values of the Union</li> <li>● To ensure the effective and efficient administration of the Union</li> <li>● To ensure the financial stability of the Union</li> <li>● To protect and manage the property of the charity and to ensure the proper investment of the charity's funds</li> <li>● To appoint the CEO, as and when necessary, and monitor their performance</li> </ul> |
| <p><b>Eligibility</b></p>        | <p><b>Please note:</b></p> <ul style="list-style-type: none"> <li>● To be a trustee none of the following must apply to you <ul style="list-style-type: none"> <li>○ have an IVA, debt relief order and/or a bankruptcy order</li> <li>○ have been removed as a trustee in England, Scotland or Wales (by the Charity Commission or Office of the Scottish Charity Regulator)</li> <li>○ have been removed from being in the management or control of any body in Scotland (under relevant legislation)</li> </ul> </li> </ul>  |

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|                                       | <ul style="list-style-type: none"> <li>○ have been disqualified by the Charity Commission</li> <li>○ are a disqualified company director</li> <li>○ are a designated person for the purposes of antiterrorism legislation</li> <li>○ are on the sex offenders register</li> <li>○ have been found in contempt of court for making (or causing to be made) a false statement</li> <li>○ have been found guilty of disobedience to an order or direction of the Charity Commission</li> <li>○ be employed by the Students' Union</li> </ul> <ul style="list-style-type: none"> <li>● You must be a current undergraduate or postgraduate student</li> </ul>   |
| <p><b>What's in it for you:</b></p>   | <p>Being a trustee of the Students' Union is a fantastic chance to shape the entire direction and purpose of the Students' Union. You also get amazing experience having responsibility for the strategic leadership of a charity, as well as an opportunity to gain an understanding of financial accounts. You'll get a massive insight into how the Students' Union works, which would be ideal for anyone keen to take on future leadership roles at the Students' Union or at other organisations.</p> <p>Some of the skills you can gain include:</p> <p>Analytical/critical skills<br/> Decision-making skills<br/> Interpersonal and communication skills<br/> Problem-solving skills</p>                                   |
| <p><b>The impact you'll have:</b></p> | <p>By making sure that your Students' Union is being run effectively, you will be helping to ensure LMSU is run by students for students and thus improving the experience of all students at London Met.</p> <p>You will also be directly contributing to LMSU's;</p> <p><b>Purpose:</b> The advancement of education for Students at London Metropolitan University for the public benefit</p> <p><b>Mission:</b> Empowering students to make the most of their time at London Met and transform their lives for the better</p> <p><b>Vision:</b> A connected community in which all students, from any background, receive the highest quality and transformative experience possible</p> <p><b>Values:</b><br/> Student Led</p> |

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|   | Open<br>Creative<br>Kind<br>Inclusive<br>Ambitious   |
| <b>DBS requirements:</b>                  | None   |
| <b>Application and selection process:</b> | Student trustees will be recruited through a process of open recruitment. The selection of the successful applicant is based on the potential roleholder's suitability to perform the role requirements on behalf of LMSU, and in line with our aim to ensure our volunteers are representative of the wider student body. |
| <b>Last updated:</b>                      | November 2022  |
| <b>For more information contact:</b>      | Simon To - Chair of the Trustee Board - <a href="mailto:simon.to@ucl.ac.uk">simon.to@ucl.ac.uk</a>   |