**HULL UNIVERSITY UNION SERVICES LTD.**

**STUDENT TRUSTEE APPLICATION FORM**

Thank you for your interest in the role of Student Trustee at Hull University Students' Union.

**What is a Trustee Board?**

The board of trustees of Hull University Union Limited is made up of appointed external trustees, five elected student officer trustees (Presidents) and appointed student trustees. The Trustee Board is the ultimate decision making body at HUU and has overall responsibility for charity governance, budget and strategy. In addition to this HUU is the Parent Charity of Hull University Union Services Ltd. (HUUS ltd) which provides all of the services to the ground floor of Student central including retail units, food outlets, a pub, a nightclub and entertainments. Daily management and administration is delegated to the Chief Executive, senior management team and staff.

You can read more about the role of Trustee in the Charity Commission’s ‘[The essential trustee: what you need to know, what you need to do](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do)' guidance.

The Board’s main tasks are:

* To approve and regularly review the strategic direction of the organisation.
* To ensure an appropriate mission, vision and values are in place.
* To ensure policies and activities constitute good practice and are in keeping with our aims.
* To ensure we meet the legal and financial requirements of a registered charity and subsidiary students’ union.
* To ensure the long term financial stability of HUU.
* To ensure our resources are used to best effect.

**What are the benefits of being a Student Trustee?**

Student trustees develop a number of skills which help to improve employability, including:

* Strategic planning
* Financial/budget management
* Decision making
* Understanding of charities.

As a student trustee you will make contacts with a broad range of skills and experience from varying industries; as well as having the opportunity to share your experience of being a student at Hull to make change.

**What support do Student Trustees get?**

Student trustees receive a full induction to HUSU, a copy of the Trustee Handbook, and are expected to attend a six-hour training programme, split over two sessions, covering all aspects of trustee responsibility and charity finance.

In addition, student trustees will complete online trustee training modules and will be offered the opportunity to attend trustee conferences ran by the National Council for Voluntary Organisations (NCVO).

Successful applicants are also invited to attend a Board meeting before they start as a registered Trustee, giving them the opportunity to see what happens as an observer, and put training received into context before attending their first Trustee Board Meeting in July as registered Trustees.

Student Trustees can always contact HUSU with any queries about their role throughout their time in office, and are encouraged to do so.

**What is expected of a Student Trustee?**

Student Trustees are expected to attend four trustee board meetings a year in addition to a trustee in addition to trustee away days, usually held in January and July. Meetings take place on a Thursday, usually starting at 10am and finishing by 2pm. All trustees are expected to read the papers in advance of the meeting.

Student Trustees are also invited to join Board Sub-committees, which normally meet four times a year. The Appointments & Governance Development Committee is responsible for HUU governance procedures, charity governance and trustee recruitment. The Finance and Human Resources Committee is responsible for monitoring financial performance, risk management, insurance renewals and commercial operations at HUSU. The Equality, Diversity and Inclusivity Committee advises and make recommendations to the Board on its responsibilities in relation to equality, diversity, and inclusivity.

Our Student Trustees are expected to adopt and follow Nolan’s Seven Principles of Public Life and also sign up to the trustee code of conduct:

* **Selflessness**

Trustees should take decisions solely in the best interests of HUU. They should not do so in order to gain financial or other material benefits for themselves, their family or friends.

* **Integrity**

Trustees should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties or undermine the reputation of HUU or its staff.

* **Objectivity**

In carrying out HUU business, including making appointments, awarding contracts or recommending individuals for rewards and benefits, Trustees should make choices based on merit.

* **Accountability**

Trustees are accountable to HUU’s members for their decisions, the effectiveness of the Board and the performance of the organisation.

* **Openness**

Trustees should be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider membership interest clearly demands.

* **Honesty**

Trustees have a duty to declare any private interests relating to their HUU duties and to take steps to resolve any conflicts arising in a way that protects the interests of HUU.

* **Leadership**

Trustees should promote and support these principles by leadership and example. They should strive to attend all meetings regularly, ensure they prepare and contribute appropriately and effectively. They should bring fair and open-minded views to all Board discussions and ensure that decisions are made in HUU’s best interests.

**Who can become a Student Trustee?**

To become a Student Trustee, you must be a registered student at the University of Hull in 2019/20. You must also not work for or intend to work for the charity or commercial services of Hull University Union during your time as a trustee. Student trustees are not eligible to vote at Union Council.

**How do I apply to become a Student Trustee?**

To apply to become a student trustee, you should complete the following application form, and read and complete the declaration in the HUSU Fit and Proper person policy (which can be downloaded, along with this application form, from the following webpage: <https://hulluniunion.com/student-trustees>)

Once both documents are completed please return both documents to the Executive Support email address ([huu-execsupport@hull.ac.uk](mailto:huu-execsupport@hull.ac.uk)) by noon on Monday 26th April 2021.

If you have any questions about the role do not hesitate to contact the Executive Support Team at [huu-execsupport@hull.ac.uk](mailto:huu-execsupport@hull.ac.uk)

Interviews will be held with an Appointments Panel after this date, with appointments being announced week commencing 24th May and training beginning shortly afterwards.

**APPLICATION FORM**

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| **Role:** Student Trustee **Closing Date for applications:** 12noon, 26th April 2021 | | | | |
| Name |  | Date of Birth |  | |
| Address |  | | | |
| Phone |  | | | |
| Email |  | | | |
| Course Title and Dates of Study |  | | | |
| Student ID |  | | | |

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| Please write about the following:   * What you know about the work of the Students' Union * Explain why you wish to become a Trustee along with a short description of how your skills and experience will contribute to the development of the charity. * Please also give reassurance that you are able to dedicate the necessary time to the role. |
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| Please give contact details for two referees that can be contacted in support of your application |  |  |

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| Any additional information. |
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