



FXU Student Trustee Role Summary

- Term of office:** 1st July 2019 to 30th June 2020
- Accountable to:** FXU Board of Trustees and the Charity Commission
- Reports via:** FXU Board of Trustees, and collectively to members through the Annual General Meeting

General Information & Job Purpose

FXU (Falmouth & Exeter Students' Union) is a representative and campaigning charity for over 6,500 students of Falmouth University and University of Exeter Cornwall campuses. As well as being the student voice, FXU provides numerous events, a student advice service, sporting and social activities, charity fundraising support and opportunities for volunteering in the community.

FXU requires up to four Student Trustees to be part of the FXU Board of Trustees to take up office for either one or two years. Each Student Trustee must be a student at the time of his or her appointment into the post.

The FXU Board of Trustees consists of:

- A Chair of the FXU Trustee board
- Up to four Student Trustees
- Up to two External Trustees
- FXU President Falmouth
- FXU President Exeter
- FXU President Community & Welfare
- FXU President Student Experience
- Up to one other Open Trustee position

As a registered charity, FXU must be compliant with charity law and is regulated by the Charity Commission. Collectively, it is the role of the FXU Board of Trustees to ensure this happens as well as to oversee the general strategic direction, management, and financial stability of FXU. It is important for the FXU Board of Trustees to include people with a range of views, knowledge, skills and experience in order to make sound decisions as they affect the whole organisation and its members – students.

The role allows you to take an active role in the governance of an organisation with a turnover of approximately £1 million. Trustees are not normally involved in day to day affairs, but take an overview of how the Union is performing, both financially and in delivering services to students. There is a requirement, however, for Trustees to be active in the role by taking full part in any training provided, and committing to attend as many meetings as possible throughout the year, and to take time to learn about the organisation in order to make good decisions for the charity.

This is not a political position and candidates should not apply on the basis of policies, but on their skills, experience and ability to carry out the role. It is important that Trustees attend meetings with an open mind, not with a specific stance on items for discussion. FXU members include current students of both Falmouth University and University of Exeter Cornwall Campuses, so an unbiased stance is essential.

Student Trustees are unpaid, voluntary positions; however expenses are covered as appropriate, so the students are not out of pocket in taking up the roles.

All FXU Trustees receive training and support to carry out their role effectively; and, have access to resources by the National Union of Students (NUS), the National Council for Voluntary Organisations (NCVO) and the Charity Commission for guidance.

Job Requirements

- Attendance at all FXU Trustee Board meetings (approx. 4 per year) as well as induction/training sessions. The meetings may include a 24-hour, residential event providing space and time for the Board to focus on the longer-term strategy of the organisation.
- Attend any sub-committees to which you are appointed
- Ensure that FXU has a clear vision, mission and strategic direction and is focused on achieving these
- Being ultimately responsible for the performance of FXU
- Prepare for FXU Board meetings by reading through materials and Board papers beforehand, scrutinising information and be able to discuss issues
- Ensure FXU uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- Ensure that FXU complies with its governing document, charity law and any other relevant legislation and regulations
- Act as guardians of FXU's assets and ensure the financial stability of FXU
- Take advice on matters on which you are not competent to decide
- Attend the Annual General Meeting (AGM) of the Union, where the trustees' report will be presented to students
- Keep in regular contact with the other FXU Trustees, Chief Executive, and Executive PA, and provide feedback and input on issues when they arise.
- To keep up-to-date on FXU operational progress through monitoring the FXU Trustees pages on the FXU website.

All FXU Trustees should display the following characteristics:

- Commitment to and passion for FXU
- Willingness and reliability to devote the necessary time and effort
- Strategic vision
- Good, independent judgment
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Responsible, especially when handling sensitive and confidential information

Eligibility

All current students of Falmouth University and the University of Exeter Cornwall campuses who are FXU members are eligible to apply to become a Student Trustee.

You may not be eligible if you:

- Are under 18 years of age
- Have an unspent conviction of any offence involving deception or dishonesty
- Are un-discharged bankrupt
- Have made compositions with your creditors and have not been discharged
- Have at any time been removed by the Commissioners or by the Court in the UK from being a trustee because of misconduct
- Have failed to make payments under the County Court Administrators' orders.

Benefits of being a Student Trustee

- Develop skills which are fantastic for your CV, especially if you are interested in the NGO/charity sector and in business in general.
- Help FXU and Falmouth/Exeter students
- Be part of the decision-making in a charity
- Improve the student experience at Falmouth and Exeter
- Learn new things including management of finances, people and strategy, as well as charity law and fundraising
- Work with senior managers and external trustees who have years of work experience and varying skills to learn from
- Receive training and an induction to learn more about the charity and the role of a charity trustee
- Meet new people
- Making sure FXU is run properly, which means ensuring students have a voice!

Legal Status

FXU is a registered charity in accordance with the Charities Act 1993. Registration number 1145405.

Remuneration

The post is not remunerated i.e. it is a voluntary and unpaid position

Expenses

All out-of-pocket expenses will be reimbursed; this will include the reimbursement of travel costs to all meetings, printing and photocopying of Trustee business and all other reasonable costs incurred whilst carrying out the duties of being an FXU Trustee.

Training and Development

FXU is committed to providing comprehensive training and development to support its Trustees and their on-going professional development. FXU will provide a comprehensive induction programme for all new Trustees, as well as an opportunity to meet elected officers and staff of the Union. FXU will also support and fund other relevant training that will benefit Trustees in their role

Equality of Opportunity

FXU is committed to the principles of equality of opportunity and will endeavour to meet the needs of any candidate who fulfils the requirements of the person specification. We particularly welcome applications from students from ethnic minorities and students with disabilities, as these groups are currently under-represented on our Board.

Application & Appointment Process

Applications will be assessed by the FXU Appointments Committee. Candidates may be invited to an interview to discuss their application. The most suitable candidates will be chosen by simple majority vote of the FXU Appointments Committee.

How to apply:

Applications for these voluntary positions should be made in writing outlining:

“Why you are interested in being a trustee of FXU and what you could contribute”

Letters of application should be submitted:

In person to either FXU Office at Penryn or Falmouth.

Or by post to FXU, Penryn Campus, Treliever Road, Penryn TR10 9FE

Or by email karen.pardoe@fxu.org.uk

All to be clearly marked for the attention of the **FXU Chair of Trustees**.

Application deadline: To arrive no later than 12 noon on Monday 18th March 2019.