

Appointed Student Trustee Recruitment

1.0 Introduction and Background

- 1.1 The 2013 governance review included a reform of the make-up of the Union's Board of Trustees. One of the key changes to the Board was the introduction of two appointed Student Trustee roles.
- 1.2 The intention of the introduction of these positions was to:
 - 1.2.1 Ensure that a wide range of student backgrounds and viewpoints were represented on the Board
 - 1.2.2 To provide continuity and consistency to the Board by ensuring that some student members didn't change at the end of the academic year
 - 1.2.3 Provide opportunities for student to become members of the Board who may not be comfortable in an election or campaigning environment.
- 1.3 The current Appointed Student Trustees are John Winters and Christopher Chukwunta.
- 1.4 As the Constitution allows, John Winters was appointed for 2 years, with his post ending November 2016. Chris Chukwunta's post ends September 2016 as this is when he ceases being a student.
- 1.5 Appointments and Remuneration Committee would normally be the committee that would make the recommendation to Board, however a meeting of Appointments and Remuneration Committee is not scheduled until December.
- 1.6 This paper seeks to outline and review the recruitment process and to make recommendations to the selection panel for their recommendations on appointments to the Board.

2.0 Demographics

- 2.1 The current composition of the elected student and officer trustees are:
 - 2.1.1 3 Female
 - 2.1.2 5 Male
 - 2.1.3 1 Postgraduate
 - 2.1.4 7 Undergraduate

2.1.5 1 International

2.2 The analysis of the demographics of the Board revealed potential under-representation of the following groups:

2.2.1 Female

2.2.2 Postgraduate

2.2.3 People with disabilities

2.2.4 Black, Asian and Minority Ethnic

2.3 In addition the average age of the Board was younger than the national average. However, the Committee may wish to note that this could be a reflection of the Union's membership, who many of the Board members are drawn from.

2.4 The Committee should consider the representation of the groups outlined in 2.2 when considering the approach to the recruitment of Trustees.

3.0 Recruitment Process

3.1 In general, the selection process for Trustees, which has now been used for the Alumni Trustee and Student Trustees, has been relatively successful. It is outlined in the Trustee Recruitment Pack for 2014, which is attached as an Appendix. It has involved Union staff, Trustees, Appointments and Remuneration Committee and the Board of Trustees having involvement at different stages in the process.

3.2 However, the Board have recommended the process for the recruitment for appointed student trustees needs to be completed by the end of October. The reasoning for this is so that the student has the opportunity to attend and contribute to as much possible.

3.3 Previously the recruitment process has been completed after the October meeting which has the students first meeting being in January. If the student is ceasing to be a registered in July, this restricts the amount of meetings that they are able to attend, which impacts on their experience and skills that they are able to contribute and also learn.

3.4 Below is the recommended timetable for the process of recruiting and appointing the student trustees.

- Week of 3 October - Advertise positions
- 19 Oct (12:00 midday) - Applications Close
- 20-21 Oct - short listing and candidates invited to interview
- 22-27 - potential interview times (note long timeframe to accommodate those with timetable commitments)
- 29 Oct - ratification at Board
- 10 Nov - ratification at Council

3.5 It is recommended that the selection panel include at least 1 Lay Trustee, 3 Student or officer trustees and the Managing Director provide advice and assistance to the process.

4.0 Recommendation

4.1 **Board are asked to approve the recommended timetable and composition of the selection panel.**

Student Trustee

Recruitment Pack

2014/15

Beit Quadrangle
Prince Consort Road
London SW7 2BB
tel: +44 (0)20 7594 8060
fax: +44 (0)20 7594 8065
email: union@imperial.ac.uk

Dear Prospective Candidate,

Thank you for your interest in becoming an appointed student Trustee of Imperial College Union. We are a vibrant and dynamic charity with a bright future – but we are never complacent and are always looking for ways to improve and to better serve our members, the students of Imperial College London.

A strong and active Board of Trustees is essential for us as we endeavour to build on recent successes and continue to move forward. Our governance review in 2012 has strengthened our governance arrangements and, as a result of this, we are looking for new members to provide more strength and depth to the Board and ensure that the Union continues to develop.

The Union has achieved a lot in the past year, particularly in terms of finances, with significant improvements to financial performance and the financial position. We also have had significant achievements in student service provision and student engagement – in both our elections and in clubs and societies we enjoy the highest levels of student involvement in the country.

There is, however a long way to go and we have set ambitious targets for the future.

This pack should provide you with everything that you need to support your application; it contains:

- Role description and person specification
- Summary Conditions of Appointment
- Summary governance and management arrangements
- Management Structure
- Application and selection process and timetable
- Equal Opportunities Monitoring form
- Trustee declaration
- [Strategy 2013-16 \(click to read\)](#)
- [Impact Report \(click to read\)](#)
- Timetable of Board of Trustees and Sub Committees dates and time

Applications should be returned to Laura Fellows, Admin and HR Coordinator, at l.fellows@imperial.ac.uk or by post, and must be received by Friday 21 November 2014 at 12:00 midday. If you require further information, please contact Joe Cooper, Managing Director, on joseph.cooper@imperial.ac.uk.

We do hope you decide to apply for this position.

Yours faithfully,



Tom Wheeler
Union President



Dame Julia Higgins
Chair of the Board of Trustees

Student Trustee

Purpose

The Trustees are ultimately responsible, individually and collectively, for all activity within Imperial College Union. The Board of Trustees is responsible for setting the vision and values of the organisation and for ensuring the delivery of organisational purpose. The Trustees ensure the development of and agree, a long-term strategy and approve and monitor plans to deliver the strategy.

Key responsibilities

Trustees are accountable for delivering the responsibilities detailed in the Constitution and the Terms of Reference for the Board of Trustees. All Trustees have a duty to:

- ▲ Ensure that Imperial College Union acts in accordance with its charitable objects, constitution and other guiding documents and remains true to its Mission, Vision and Values.
- ▲ Help Imperial College Union achieve its objectives and improves the lives of its members
- ▲ Ensure that Imperial College Union complies with all relevant legislation and regulations, including relevant Charities Acts and Education acts, and related regulatory requirements
- ▲ Ensure that Imperial College Union does not undertake activities that put its financial stability, members or reputation at undue risk.
- ▲ Work with other Trustees, staff and volunteers in a constructive manner and for the greater good of the Union
- ▲ Participate fully in Board meetings and join one of the Board's Sub Committees
- ▲ Use their personal skills and experience to ensure Imperial College Union is well run and efficient
- ▲ Seek professional external 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.
- ▲ Add value to the Board and the Union through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity

Removal from Office

Any Trustee may be removed from office via the democratic processes outlined in the Constitution. A Student Trustee may be removed by the Board following a process outlined in the Constitution.

Term of Office

Up to two years, decided after appointment.

Student Trustee

	Essential	Desirable
EXPERIENCE AND BACKGROUND		
Evidence of successfully working in a leadership or governance role (through work or voluntary experience)		X
A current student of Imperial College	X	
A current female student of Imperial College		X
A current International student of Imperial college		X
KNOWLEDGE		
A good understanding of the issues affecting female and international students in the UK and at Imperial College	X	
An awareness of the effective governance of organisations (public, private or voluntary sector)		X
A understanding of relevant legislation and statutory requirements, including charity law, employment law and health and safety law		X
Awareness of the systems and structures in, and issues affecting, Higher Education		X
SKILLS AND ABILITIES		
The ability to challenge the status quo, test perceived wisdom and question authority	X	
Sound judgement and the ability to think corporately and strategically; ability to handle competing priorities and make informed decisions	X	
Strong communication skills with the ability to relate to and communicate effectively with, people at all levels	X	
VALUES, ATTITUDES AND PERSONAL STYLE		
A leader on equality of opportunity who values diversity and removes barriers to equality	X	
An excellent role models who promotes the highest standards of probity, integrity and honesty	X	
An effective leader who is positive, determined and resilient enough to cope with the demands of the role	X	

Imperial College Union

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Prince Consort Road
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SW7 2BB

Registered Charity No: 1151241

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Fax: 020 7594 8065

Email: union@imperial.ac.uk

Twitter: @icunion

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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 reimbursement of travel costs to all meetings, mobile or home telephone calls on Trustee business, printing and photocopying costs at home on Trustee business and all other reasonable costs incurred whilst carrying out the duties of being an Imperial College Union Trustee.

Terms of Office

The term of office is up to one year, from the point of appointment. The length of term will be decided after appointment. The Board may appoint Student Trustees for subsequent terms of office.

Expected Time Commitment

The time commitment for this post is expected to be at least 6 days per annum plus preparation time, including attendance at all Board of Trustee meetings (1/2 day each, 6 per annum, including one 'away-day' meeting), membership of one Board Sub Committee (1/4 day each, approximately 3 meetings per annum), attendance at annual trustee training event (1 day per annum) and optional attendance at other events, meetings and planning days as required.

Training and Development

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

Equality of Opportunity

Imperial College Union is committed to the principles of equality of opportunity and will endeavour to meet the needs of any candidate who fulfills the requirements of the person specification.

Our Charitable Purpose

Imperial College Union's charitable object, as detailed in its constitution, is the advancement of education of students as Imperial College London for the public benefit.

Our Vision

Our vision is to be recognised as the leaders in student development and engagement, at the heart of the Student Community at Imperial.

Our Values

- Excellence** The Union strives to deliver first class services and experiences for its members, and works with the college to ensure that the student experience at Imperial College is second to none.
- Inclusive** The principles of equality of opportunity are at the heart of the Union and we take positive action to promote diversity, take action on discrimination and strive for an inclusive and welcoming environment for our increasingly diverse student community.
- Innovative** We are bold and different – we constantly look for new ways of improving the student experience, whether directly through the Union or through the lobbying of the College and external bodies.
- Democratic** The principle of student leadership is fundamental to the Union. At all levels students are empowered to influence and change the workings of the Union and their educational experience.

Democratic Structures

Imperial College Union is a membership organisation; all students at Imperial College London are automatically members of Imperial College Union. The membership provides strategic and political direction through the Union's democratic structures, including referenda, general meetings, Union Council, a range of committees and seven elected Trustees.

The Trustees

The Trustees of Imperial College Union are the five 'sabbatical officers', four 'external' trustees, one 'Alumni' trustee and four 'student' trustees and Council Chair. The sabbatical officers and two of the student trustees are elected each year by and from the student membership of Imperial College Union. The sabbatical officers take a year out of their studies (or immediately after graduating) to serve as a trustee; they can stand for re-election for a second year if they choose, but can serve for no more than two years.

Unlike the trustees of most registered charities, the sabbatical officers are paid a living allowance and work a normal working week. The four student trustees have all the responsibilities of being a trustee, but are still studying and fulfill their duties on a 'part-time' and voluntary basis. Two of the four student trustees are elected by cross-campus ballot and take office on August each year; the other two student trustees are selected via this recruitment process.

Chair and Deputy Chair

The Chair of the Board of Trustees is chosen by the Board from one of their membership. S/he is responsible for chairing meetings of the Board, assisting the Union President with the performance management of the Managing Director and acting as an ambassador of the Union to external stakeholders and the wider public. The Chair is chosen by and from the Board and must either be an External or Alumni Trustee.

The Current Chair of the Board is Dame Julia Higgins, DBE, FRS, FREng.

The Current Composition of the Board is:

Council Chair	Paul Beaumont
Deputy President Clubs & Societies	Abigail de Bruin
Alumni Trustee	Andy Heeps
Lay Trustee - Chair	Julia Higgins
Deputy President (Welfare)	Christopher Kaye
Lay Trustee	Colin Kerr
Student Trustee	Thomas Lim
Deputy President (Education)	Pascal Loose
Student Trustee	Hiba Saleem Danish
Deputy President (Finance & Services)	Alex Savell
President	Tom Wheeler
Student Trustee appointed	John Winters

Meeting arrangements

The Board of Trustees currently meets six times per annum; one of these six meetings will be a day-long 'away-day', providing time and space for the Board to focus on the longer-term strategy of the organisation and address any training needs. The other meetings take place in London and last for approximately three hours.

The Board is supported by three Committees, the Finance and Risk Committee, the Appointments and Remuneration Committee and the Governance Committee.

The Finance and Risk Committee currently meets five times per annum and has delegated responsibility for overseeing and scrutinising all aspects of Imperial College Union's finances and risk management.

The Appointments and Remuneration Committee meets at least twice per annum and has delegated responsibility for overseeing appointments to the Board and of the Managing Director, training and development of Board members and the remuneration of senior staff and sabbatical officers.

The Governance Committee meets at least twice per annum and has delegated responsibility for overseeing the effectiveness of the Union's Governance arrangements, overseeing the administration of elections and dealing with related complaints.

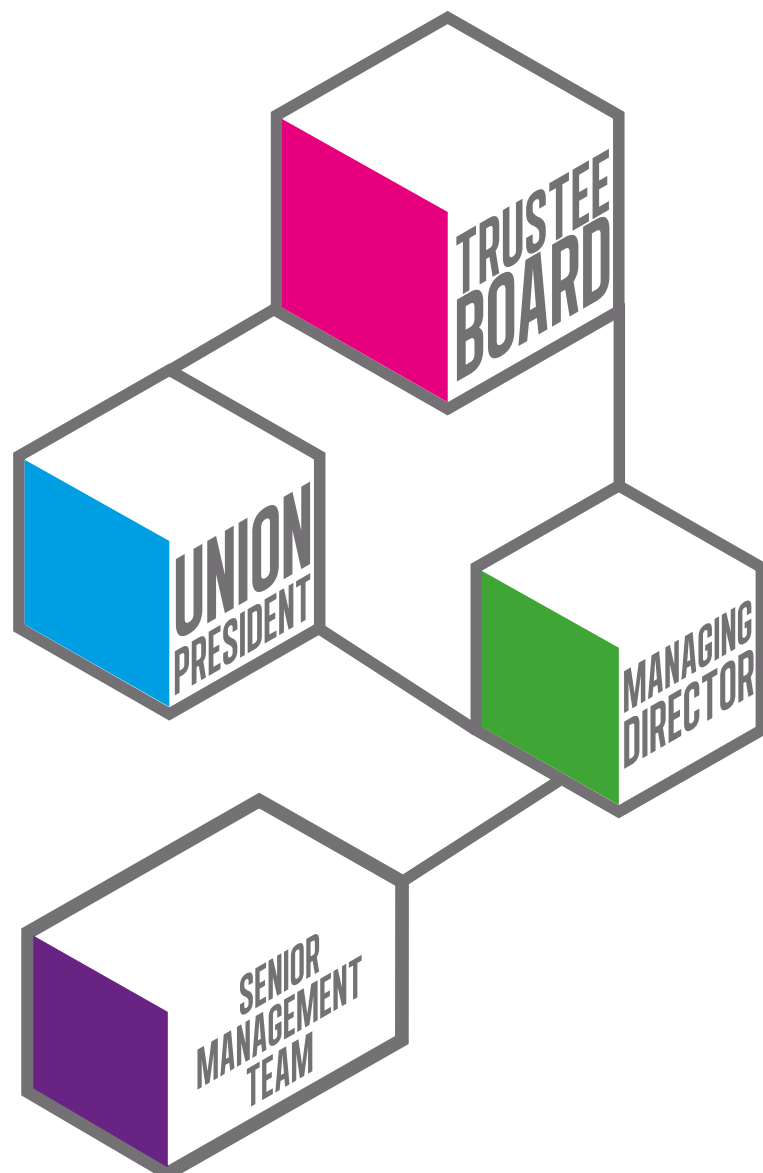
The Governance and Administration Manager supports the Union's governance function, the Board and its Committees and the Trustees.

Staff and Management Structure

Imperial College Union employs approximately 150 staff to provide services for its members.

Staff are of two types - approximately 100 student staff, who work whilst completing their studies at the College; and approximately 50 'career' staff - professionals who have made working at Imperial College Union part of their career.

The Board oversees the work of staff through the Managing Director and Senior Management Team.



RECRUITMENT AND SELECTION TIMETABLE

17 October	Advertise position
21 November (12:00 midday)	Applications Close
24 - 26 November	Long listing
24 - 26 November	Successful candidates informed by telephone
1 December	Final Interviews in South Kensington
2 December	Candidates informed of outcome and feedback provided

APPLICATIONS

Application is via a comprehensive CV plus a supporting statement (the statement to be of no more than two sides of A4) detailing why you are applying for the position and how you meet the requirements of the person specification. Candidates are also required to read and sign the enclosed Trustee Declaration and Equal Opportunities Monitoring Form, which will be separated from applications prior to long-listing.

Completed applications must be received by 12:00 midday, Friday 21 November.

Applications can be sent by email to l.fellows@imperial.ac.uk or by post to: Laura Fellows, Admin and HR Coordinator, Imperial College Union, Beit Quadrangle, Prince Consort Road, London, SW7 2BB.

FURTHER INFORMATION AND QUESTIONS

For an informal conversation, further information or any questions about this opportunity, please contact Tom Wheeler, Union President, on 020 7594 8060 or Joe Cooper, Managing Director, on 020 7594 8097.

Any reasonable expenses incurred in attending for interview will be reimbursed.

Equal Opportunities monitoring form



To ensure applications are judged on merit and to ensure Imperial College Union employs Equal Opportunities best practice, this sheet will be separated from your application. It would help us to promote equality of opportunity if you answer this form in full but, if you would prefer not to answer a question(s), you may leave question(s) blank.

Title	<input type="text"/>	First Name	<input type="text"/>
Family Name	<input type="text"/>	Email Address	<input type="text"/>
Daytime phone number	<input type="text"/>	Evening phone number	<input type="text"/>
Where did you see this position advertised?	<input type="text"/>		
Address	<input type="text"/> <input type="text"/>		

Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Other	<input type="checkbox"/>		
Ethnic Origin	Black British	<input type="checkbox"/>	Black African	<input type="checkbox"/>	Black Other	<input type="checkbox"/>	Asian British	<input type="checkbox"/>
	Asian Other	<input type="checkbox"/>	White British	<input type="checkbox"/>	White Other	<input type="checkbox"/>		
	Other	<input type="text"/>						

The Disability Discrimination Act 1995 defines disability as "A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities. The disability could be physical, sensory or mental and must be expected to last at least 12 months"

Do you have a disability as defined by the Disability Discrimination Act? Yes No

Do you require any assistance to enable you to attend interview e.g. signing? Yes No

If yes, what type of assistance?

Have you ever been convicted of a criminal offence? Yes No

If yes, please give details (except for convictions regarded as spent)

I declare that the details contained in this application are correct to the best of my knowledge and in particular that I have not omitted any material facts that have a bearing on my application.

Signature	<input type="text"/>	Date	<input type="text"/>
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All prospective Trustees must read and sign the below declaration and return the completed and signed form with their application.

I declare that:

- ▲ I am over 18 years of age
- ▲ I have never been convicted of an offence involving dishonesty or deception that is not regarded as legally spent
- ▲ I am not an undischarged bankrupt
- ▲ I have never been removed from office as a charity trustee by a Court or by the Charity Commission
- ▲ I have not been disqualified under the Company Directors Disqualification Act 1986
- ▲ I have not made compositions with my creditors from which I have not been discharged
- ▲ I am, in the light of the above, not disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee
- ▲ I understand that, as a trustee of Imperial College Union, I will be excluded from employment by Imperial College Union; therefore, if I am currently a staff member of Imperial College Union, I will have to resign my position upon taking office as a trustee.
- ▲ In order to ensure compliance with Charity Law and best practice, and to protect the Union and the individual from real or perceived conflicts of interest, I understand that the Union will not employ former Trustees on a permanent basis until after the completion of one year from the end of the individuals term of office.

Signature

Date

Name (please print)

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Student Trustee Recruitment - Appendix

Board of Trustees Meetings 2014 - 2016

Please note, these dates and times may change

SEPTEMBER 2014	Wednesday 17	16:30	Governance Committee MR6
	Wednesday 24	09:30	Chairs Meetings MR6
	Thursday 25	16:30	Board of Trustees MR3
OCTOBER 2014	Thursday 16	16:30	Finance & Risk Committee MR6
	Thursday 30	18:00	Board of Trustees MR3
NOVEMBER 2014	Wednesday 19	16:30	Governance Committee MR6
DECEMBER 2014	Thursday 11	16:30	Appointments & Remuneration Committee MR6
	Tuesday 16	16:30	Finance Risk Committee MR6
JANUARY 2015	Wednesday 14	09:00	Chairs Meetings MR6
	Thursday 15	16:30	Board of Trustees MR3
	Wednesday 21	16:30	Governance Committee MR6
FEBRUARY 2015	Thursday 26	16:30	Finance & Risk Committee MR6
MARCH 2015	Tuesday 31		Board of Trustees Away Day
APRIL 2015	Thursday 30	16:30	Finance & Risk Committee MR6
MAY 2015	Wednesday 6	09:30	Chairs Meetings MR6
	Thursday 7	16:30	Board of Trustees MR6
JUNE 2015	Wednesday 3	16:30	Governance Committee MR6
	Thursday 9	10:00	Appointments & Remuneration Committee MR6
	Thursday 25	18:00	Finance & Risk Committee MR6
JULY 2015	Thursday 2	16:30	Board of Trustees MR3
SEPTEMBER 2015	Wednesday 16	16:30	Governance Committee MR6
	Wednesday 23	09:30	Chairs Meetings MR6
	Thursday 24	16:30	Board of Trustees MR6
OCTOBER 2015	Thursday 15	16:30	Finance & Risk Committee MR6
	Friday 29	16:30	Board of Trustees MR3
NOVEMBER 2015	Wednesday 18	16:30	Governance Committee MR6
DECEMBER 2015	Thursday 10	16:30	Appointments & Remuneration Committee MR6
JANUARY 2016	Wednesday 13	09:30	Chairs Meetings MR6
	Thursday 14	16:30	Board of Trustees MR3
FEBRUARY 2016	Thursday 25	16:30	Finance & Risk Committee MR6

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