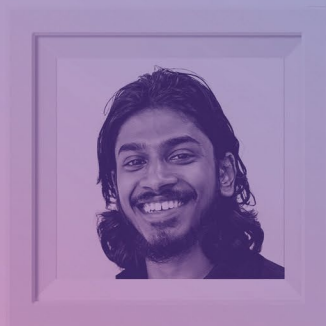


External Trustee Recruitment Pack

Queen Mary Students' Union
January 2022



External Trustee Recruitment Pack

Key information for applicants:

1. Role Description and Person Specification - Page 3
2. About Queen Mary Students' Union - Page 7

Recruitment Timetable

Applications Close: Friday 18 February 2022

Shortlisting: w/c 21 February 2022

Notification of candidates for interview: by end of w/c 21 February 2022

Interviews: w/c 7 March 2022

Appointments and induction: prior to 7 April Board Meeting

Further Information

Further information on the Students' Union and its work can be found on our website at:

www.qmsu.org .

You can also contact the Students' Union's Secretary, Brad Coales, at: b.coales@qmul.ac.uk or our Chief Executive, Mike Wojcik, at: m.wojcik@qmul.ac.uk .

How to apply

To apply to join us as an External Trustee, please send your CV, together with a covering letter explaining why you are interested and what you would bring to the role, to the Students' Union's Secretary, Brad Coales at: b.coales@qmul.ac.uk by **Friday 18 February 2022**.

External Trustee Role Description & Person Specification

Queen Mary Students' Union
January 2022



External Trustee Role Description & Person Specification

Queen Mary, University of London Students' Union

A. External Trustee/Director Role Description

The role of the Board of Trustees

The Board of Trustees is the Students' Union's governing body. It has overall responsibility for the management and administration of the Students' Union, including its governance, budget and strategy. It is made up of six elected Officer Trustees, six elected Student Trustees, and six External Trustees.

As the Students' Union is an incorporated charity, trustees are also appointed as company directors.

Collective responsibilities of all Trustees

1. To ensure that the Students' Union works to fulfil its charitable purpose, and that it acts within its constitution.
2. To ensure the Students' Union complies with charity law, company law, and other applicable legislation, regulatory requirements, and best practice.
3. To comply with the provisions of the Students' Union's Articles of Association, and to always act in the best interests of the Union.
4. To ensure the financial stability of the Students' Union, and that its resources are properly managed and only used for the purposes for which they are intended.
5. To ensure that effective strategic planning is in place, that appropriate goals and targets are set, and effective processes for monitoring and evaluating performance are in place.
6. To ensure that effective governance policies and procedures are in place in relation to the Students' Union's activities.
7. To ensure that effective controls are in place to identify and manage risks.
8. To actively contribute to the work and decisions of the Board.
9. To support and constructively challenge the Chief Executive.
10. To uphold the aims and values of the Students' Union and to protect its name and reputation.

11. To adhere to the Nolan Committee's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Additional responsibilities of External Trustees

1. To bring an external perspective to the work of the Board, based on your experience and independent judgment.
2. To use any specific professional skills and experience to assist the Board in reaching sound decisions and, where appropriate, to offer guidance on matters falling within those specific areas.

Time Commitment

The Board meets at least 4 times each year, usually in the early evening, and additional Board meetings may be convened as necessary.

Board members may also be asked to sit on the Audit and Risk Committee, which also normally meets 4 times a year in the early evening, and/or other committees which meet as the need arises such as the Appointments Committee and the Disciplinary Committee.

You will also need time to prepare for meetings (including reading Board/Committee papers) and to respond to matters arising between Board/Committee meetings.

B. External Trustee/Director Person Specification Essential

All applicants should:

1. Be willing and able to allocate sufficient time to fulfil the duties and responsibilities of the role.
2. Have the ability to think strategically and see the bigger picture.
3. Be a 'critical friend' - able to challenge constructively, and exercise sound independent judgment.
4. Have effective communication skills and the ability to relate to, and communicate effectively with, people at all levels.
5. Have experience of working in a leadership, or management role in an organisation (private, public or voluntary) using influencing and negotiating skills.
6. Have experience of working in, or with, an organisation that requires an understanding of the needs of, and engagement with, multiple stakeholders.
7. Have a commitment to our values, and our culture of support, inclusivity and empowerment.

8. Have the enthusiasm to apply your experience, understanding and skills for the benefit of the Students' Union, its members and their educational and personal development, and wellbeing.

Desirable

We are particularly keen to receive applications from people with any of the following, but these are not essential - we will consider all applications based upon what you can bring to the role:

- Legal experience, or knowledge of relevant legislation e.g. charity, company or employment law.
- Financial experience, or an entrepreneurial background/mindset.
- A knowledge of Education and/or government policies related to the sector.

Valuing diversity

As an organisation responsible for representing the interests of a diverse body of students, we fully encourage applicants from all demographics and backgrounds so that our Board is as diverse as the students we represent.

How to apply

To apply to join us as an External Trustee, please send your CV, together with a covering letter explaining why you are interested and what you would bring to the role, to the Students' Union's Secretary, Brad Coales at: b.coales@qmul.ac.uk by **Friday 18 February 2022**.

Timetable for recruitment

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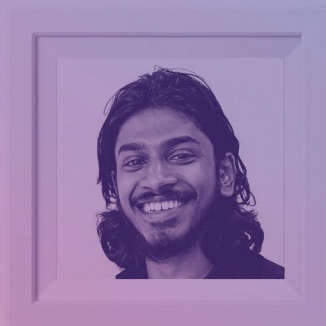
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About Queen Mary Students' Union

- Information for prospective External Trustees

January 2022



About Queen Mary Students' Union

Information for prospective External Trustees

Queen Mary Students' Union

Queen Mary Students' Union represents the interests of over 28,000 students at Queen Mary University of London, largely based across sites at Mile End, Whitechapel, and Barbican. Many of our students come from our local community, 75% are BAME, and many are the first in their families to go to university.

Queen Mary has just been recognised as the top university in the country for social mobility, providing life changing chances and opportunities for people from all walks of life to contribute to society.

'90 per cent of our undergraduate students are from state schools, 23 per cent are from households with less than £10,000 annual income, and over half are the first in their family to enter Higher Education - a significant proportion of these students went on to be in the top 20% of earners at age 30.'

The Students' Union plays a key role in this work, by providing social, cultural, recreational, and sporting opportunities for our students. We help them to form communities and support networks to keep them on track during their studies. We help them to develop the skills they need to succeed in life after university, through leadership and community volunteering opportunities.

The Students' Union is a registered charity, with Articles of Association (its 'constitution') as its governing document. In its last accounting year, the students' Union had a turnover of approximately £5m (including our wholly owned trading subsidiary, Queen Mary Students' Union Services Ltd). Before the Coronavirus pandemic turnover was around £7m and we are now working hard to return to and exceed this level, as all profits generated from the Union's trading are gift-aided and re-invested in its services and activities for the benefit of its members.

The Students' Union's mission is *'Together we improve students' lives'* and our vision is *'We want to be at the heart of the student experience'*.

The Students' Union's values are to be:

- Student-led
- Democratic
- Transparent
- Supportive
- Inclusive
- Accessible
- Welcoming
- Fun
- Committed

The legal purposes of the Students' Union are set out in its Articles. These are the advancement of education of Students at Queen Mary University of London (QMUL) for the public benefit by:

- promoting the interests and welfare of students at QMUL during their course of study and representing, supporting and advising Students;
- being the recognised representative channel between Students and QMUL and other external bodies; and

- providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of Students.

The Trustees consider it to be in the public benefit that the Union assists the educational aims of QMUL by supporting students, both in terms of their academic performance and in their welfare to enable them to fulfil their individual potential, as well as in terms of their wider life experiences through their personal development, to enable them to contribute now, and in the future, to their communities and society as a whole.

Governance

Under the Articles, the Board of Trustees is responsible for the management and administration of the Union, including its governance, budget and strategy. The Board has power to overrule any decision or policy of the members, where it is considered there are financial implications, a breach of legal requirements, a contravention of the Union's aims and objects, or the carrying out of the Board's responsibilities are affected.

Trustees are appointed for a maximum period of four years, with the opportunity to be re-appointed for a further four year term. The Articles provide for the appointment of up to 6 Officer Trustees and 6 Student Trustees, elected by secret ballot, and for the appointment of up to 6 External Trustees by an Appointments Committee.

Officer Trustees and Student Trustees receive an induction in the role, responsibilities and duties of Trustees. Officer Trustees also receive an induction and extensive specialist training on their roles as full-time Union officers, delivered both internally and by external organisations, such as the National Union of Students. External Trustees receive inductions, briefings, and ongoing support to develop them in their role as required.

The Trustees have power to delegate their functions to committees or individuals. There are 2 standing committees - the Executive Committee, comprising the Officer Trustees (also known as Executive Officers) and the Audit and Risk Committee.

Student Council, elected annually from and by the Students' Union's members, has the power to set the representational and campaigning policy of the Union.

Day-to-day management of the operation and administration of the Students' Union is delegated by the Trustees to the Chief Executive. The Chief Executive reports to Trustees at each Board of Trustees' meeting, and as necessary between meetings, and to the Committees of the Board.

QMSU Services Limited

QMSU Services Limited is a wholly-owned subsidiary of the Students' Union. It carries out significant trading activities in support of the Union's work, including the Students' Union Hub, Union Shop, the Village Shop and Ground Café on the Mile End Campus, the Griff Inn Bar & Kitchen, the BLSA Box Office in the BLSA building at the Whitechapel Campus, and, in Charterhouse Square, the Shield Café and the Fitness to Practice gym. The Students' Union also administers a number of activities at the QMUL sports ground in Chislehurst.

The Chief Executive of the Students' Union is a member of the Board of Directors of QMSU Services Limited and is the company's Managing Director. The Union President is also a member of the Board of Directors.

Whilst the Students' Union's financial statements include the income, expenditure, assets and liabilities of QMSU Services Limited, separate reports and financial statements for QMSU Services Limited can be viewed on the Union's website.

Relationship with Queen Mary University of London

The Union works closely with Queen Mary University of London (QMUL). The Union President is a member of QMUL's Council. The Union President, Vice President Education and a student representative from each of

QMUL's 3 faculties are members of QMUL's Senate, and 2 representatives of QMUL are members of the Board of Directors of QMSU Services Limited.

QMUL provides an annual (block) grant to the Union, which funds the Union's core charitable activities, and other targeted grant funding.

QMUL also provides the premises from which the Union and QMSU Services Limited operate. QMUL is responsible for agreed matters relating to the premises, including maintenance of the fabric of the buildings, plant and machinery, fixtures and fittings and payment of utility and insurance costs. The QMotion premises and Drapers Bar & Kitchen are held by QMSU Services Limited under lease from QMUL.

QMUL also provides support services in several areas, including human resources, campus security, health and safety, insurance, buildings work project management, provision of ad hoc space and the hosting of the Union's and QMSU Services Limited's accounting records on its accounting systems.

A Code of Practice is issued from time to time by QMUL's Council under section 22 of the Education Act 1994. This sets out the agreed arrangements between QMUL and the Union in relation to QMUL Council's statutory duty to take such steps that are reasonably practicable to ensure the Union operates in a fair and democratic manner, and is accountable for its finances.

A Memorandum of Agreement (MOA), sets out the framework for the ongoing mutually supportive and beneficial relationship between the University and the Students' Union. A MOA Review Panel exists to monitor the agreement. The Panel membership consists of three members of QMUL, a member of College Council, and three members of the Students' Union, including the President, an external member of the Board of Trustees or the Board of Directors of QMSU Services, and the Chief Executive.

Volunteering

The Students' Union benefits from a significant volunteer contribution in taking forward its work. During the last academic year, in addition to the voluntary contribution of 6 Student Trustees and 5 External Trustees, 44 volunteer part-time officers and student representatives served on Student Council. Some 485 students also acted voluntarily as course representatives. Student volunteers were also directly involved in running volunteering groups, societies, sports clubs, student media, and Raise and Give (RAG) charity fundraising activities.

Outside of the University, over 1,000 students volunteered in the community through our volunteering service. In response to the Coronavirus situation, a volunteering programme was developed with 373 of our medical students recruited and placed in roles within the NHS. Many more supported other services such as foodbanks, Public Health England etc.

Sports Strategy

The University and the Students' Union have a Joint Sport Strategy, with a mission: *'To inspire our University community to engage in sport and activity, to enhance their student experience and physical and mental well-being, making life long changes.'* The Coronavirus pandemic has obviously had a significant impact upon delivery of the strategy, and so the information below references our pre-pandemic performance.

In 2019-20, in addition to the 2,722 members of our competitive sports clubs 639 students participated in weekly social leagues across a range of sports, and 4765 students took part in our Get Active programme during Semester One. Eight of our competitive Club Sports teams won their British University Club Sport (BUCS) leagues and 22 other teams finished in either 2nd or 3rd place..

Outside of the University, the Students' Union's runs a Community Sport programme. In 2019-20 100 students were actively involved in the programme, with a participant throughput of 12,504. The programme made the final shortlist for the "Enhancing the Workforce Award" at the London Sport Awards in March 2020.

Prior to the pandemic, use of our QMotion Health and Fitness Centre by students, staff and members of the public was at peak capacity, with plans to enlarge the facility under consideration.

Our commitment to sustainability

A Sustainability Action Plan underpins the Students' Union's commitment to sustainability.

Our commercial outlets use the 'Too Good to Go' app in an effort to reduce the amount of food waste, Our Bring Your Own Cup discount offers students 20% discount, whilst our services have cut plastic use, introduced more vegetarian and vegan options, and the introduction of new reusable mugs have already seen a significant reduction in the amount of single-use paper cups being used every day.

Our Reuse project saw donations received from departing students so new students could re-use these. Items ranged from plates and cutlery to duvets, lights and home furnishings. Over 400 new students attended the events last year, collecting 1862kg of items that were saved from going to waste. A Clothes Swap also saw 300 items of clothing donated.

As a result of its work on sustainability projects, the Students' Union has achieved gold in the Green Impact Award. This Award is designed to recognise organisations that support environmentally and socially sustainable practices.

Further Information

Further information on the Students' Union and its work can be found on our website at: www.gmsu.org .

You can also contact the Students' Union's Secretary, Brad Coales, at: b.coales@qmul.ac.uk or our Chief Executive, Mike Wojcik, at: m.wojcik@qmul.ac.uk .