



NUS Student Trustees

Share your skills and experience to help change students' lives

Being a member of NUS' Board of Trustees will be an important and challenging role. Trustees will make a significant contribution to the current work and future direction of NUS by serving the organisation in its ongoing mission to promote, defend and extend the rights of students, and to develop and champion strong students' unions.

Following an ongoing reform process, this is an opportunity to make your own contribution, as we recruit Student Trustees for the first time to serve alongside elected student officers and lay trustees on the NUS Trustee Board.

In a new Governance framework, the Trustee Board will work to ensure a sound, healthy and legally compliant organisation - allowing an elected Executive Council of students to concentrate on campaigning and representing students with confidence and integrity.

To help students shape NUS' future direction, you will need to be able to think strategically, be creative and bring a range of different perspectives to the Trustee Board. You will be the kind of person who would feel most comfortable working in a student-led, democratic environment. You will need to use a highly collaborative style to deliver real progress against a challenging, political mission.

As a democratic organisation NUS has a majority of elected trustees from the student membership. To stand in the elections you must attend NUS National Conference where voting will take place and the rules for nomination and election will be explained.

On a practical level you will need to attend around five meetings per year - usually in London - and some additional sub-group or committee meetings. Trustees will be invited to attend a number of events throughout the year, such as our Annual Conference, our 'Strategic Conversation' events with key national and local stakeholders and the NUS Awards where we celebrate excellence among the movement. We'd expect minimum time commitments therefore to be around 10 days a year, but trustees will be able to get more involved if they wish.

Initial tenures will be of one or two years, with the opportunity to stand again. The position is unpaid, but reasonable remuneration will be offered for travel and other expenses.

Additional Information

NUS' Website for Students

<http://www.nus.org.uk>

NUS' Website for Students' Unions

<http://www.officeronline.co.uk/>

NUS' Impact Report

http://resource.nusonline.co.uk/media/resource/section_1_IMPACT_REPORT_web.pdf

http://resource.nusonline.co.uk/media/resource/section_2_IMPACT_REPORT_web.pdf

Strategic Plan 2008-10

http://resource.nusonline.co.uk/media/resource/NUS_strategic_plan.pdf

What is the role of the NUS Trustee Board?

The NUS Trustee Board's legal role is to ensure that the resources we hold on trust are applied effectively for the purposes of and furtherance of NUS' aims and objects. Its crucial objective is to secure a well run, efficient and strong organisation that elected student officers can lead in order to run and win campaigns and programmes of work that deliver on NUS' mission.

1. Mandate, Ethos and Values

Ensure that NUS abides by its aims, objects, values, constitution and policy mandates and operates within the constraints of the law. In so doing it helps to secure and enhance NUS' name and reputation.

2. Organisational Planning, Objectives and Budgets

In accordance with the wishes and policy mandates of NUS' democratic events, conferences and elected student officers, creates plans and detailed budgets that deliver the organisation's objectives.

3. Strategic Management

Satisfy itself that appropriate strategies are in place by providing an independent challenge of key assumptions and assessing whether proposed strategies are reasonable in relation to the risks involved, the resources required and the benefits to be achieved.

4. Risk Identification and Management

Ensure effective processes exist to identify, minimise where possible, monitor and manage the potential risks that NUS faces.

5. Management Effectiveness and Succession

Ensure that the right staff management team is in place and is operating effectively and efficiently. The Trustee Board's role is to question, scrutinise and actively monitor management for which purpose it should have the opportunity to constructively question, test and challenge management views and proposals.

6. Internal Control and Management Information Systems

Ensure that effective internal control systems exist to protect the organisation and the necessary management information systems exist to assess NUS' performance and progress in meeting its objectives. These include the evaluation of operational effectiveness and efficiency and of impact, compliance with laws and regulations and the reliability of management and financial information.

7. Accountability

Give account of its actions in appropriate ways to the National Executive Council, the membership, regulatory bodies, partners and staff and officers, other stakeholders and the public, as required by law and good practice and to act in accordance with the Nolan Committee's Seven Principles of Public Life, namely selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The Make up of NUS' Trustee Board

The NUS Trustee Board is made up of the following members:

- The NUS President, who chairs the Board. The NUS President is the principal representative of NUS and also leads its National Executive Council
- Five Full Time Student Officers, elected by and from the National Executive Council
- Six ordinary student members elected by the NUS National Conference
- Four Lay Trustees, selected on the basis of their skills and experience and appointed by the National Conference

Key Principles of NUS' Trustee Board

1. The Board's principal function in exercising its powers, duties and functions is to seek to serve the aims, objects and wishes of the NUS National Conference, the NUS National Executive Council, and the various elected officers and committees. Determining the political policy of NUS, its priorities or the resolution of competing interests is done by elected student bodies and officers- the role of the Trustee Board is to ensure NUS delivers on those decisions and maintains a secure infrastructure that can serve these interests and decisions.
2. In discharging the responsibilities listed above, the role of the Trustees is to ensure that NUS is well managed, rather than to manage it themselves. Day to day implementation is delegated to the Chief Executive, and through the Chief Executive to the rest of the Senior Management Team (SMT). The Trustee Board's responsibilities are to ensure that proper procedures and checking mechanisms are in place so that it can be certain that management is doing its job in a cost-efficient and effective way, and that staff with the calibre needed to discharge their responsibilities are in post.
3. The Chief Executive of NUS is accountable to the Trustee Board for the effective management of NUS, implementing and achieving the objectives laid down by the Trustee Board, and for appointing suitable staff. They must review the performance of the Chief Executive and take appropriate action when they are not satisfied with it. This review would normally be undertaken by the President on behalf of the Trustee Board after appropriate consultation. The Trustee Board should support, encourage, challenge, stimulate, help and where justified, criticise the performance of the Chief Executive and their senior colleagues.
4. Trustees, advised by the Chief Executive and SMT, are responsible for setting internal management and management/regulatory policies of the organisation. The Trustees must consider, appraise, question and, where appropriate, challenge and improve these strategies, policies, objectives and goals.

Detailed Regulations

Student Trustees

74. Student Trustees who shall be Individual Members of the National Union elected as a block at the National Conference as further defined in the Rules. For the avoidance of doubt, an Officer or a person who was previously an Officer or a Lay Trustee shall not be eligible for appointment as a Student Trustee
75. Student Trustees shall stay in office for a term of two years. The term of office may be shorter or longer on a transitional basis to coincide with the alteration of the year start or end.
76. A Student Trustee may serve a maximum of one term.

Terms of Reference of the NUS Trustee Board and National Executive Council

National Executive Council
Power to set interim Policy
Establishment of scrutiny committees
Establishment of priority areas of work, projects and campaigns
Direction of the work of the Zones
Scrutiny and approval of NUS' Vision, Mission and values
Scrutiny and approval of NUS' Strategic Plan
Removal of members of the Trustee Board under certain circumstances
Accountability of National Office Bearers incl power of commendation and censure
Interpretation of policy
Development of plans arising from policy
Advising the Trustee Board on the meaning of policy, political priorities and allocation of resources of the National Union
Monitoring of the Budget
Establishment of special committees of cross organisational importance
Maintain list of "No Platformed" organisations
Initial acceptance of constituent membership applications
Recognition of NUS Area organisations
Associate membership criteria and approval
Suspension of membership
Calling of membership ballots
Approval of cross organisational strategies on membership engagement; knowledge transfer; learning and development; web
Interpretation of the rules

Joint
Proposal of the budget to the National Conference
Supplying members of the nominations committee for lay members of the Trustee Board

Trustee Board
Formation of monitoring of detailed internal budgets
Development of volunteer strategy and policies incl remuneration and expenses of officers and volunteers
Development of property/estates strategy; property acquisition, development and disposal; facility development and relocation management
Remuneration/expenses of senior staff
Development of finance strategy; management accounting; investment and asset management
Development of HR; personnel management planning and policy development; workforce remuneration
Development of information resources and ICT systems strategy
Development of insurance and procurement strategy;
Development of internal services strategy; internal services management planning and policy development;
Development of policies and procedures for strategic planning and performance management; institutional strategic planning and development;
Development of code of conduct
Development of risk management strategy; risk management planning and policy development;
Development of legal affairs management policies and procedures;
Development of Health and Safety strategy; Health and Safety audit;
Corporate identity and brand management;
Management of sponsorship fundraising and donations;
Development of environmental management strategy; environmental management planning and policy development;
Development of audit strategy; audit management planning and policy development;

Duties of members of the Trustee Board of NUS

Detailed below are some of the duties that as a member of the Trustee Board of NUS you would be expected to undertake. In addition to the duties, each trustee should use any specific skills, knowledge or experience they have to help the NUS Trustee Board reach sound decisions. This may include but is not exclusive to: scrutinising Board papers, focusing on key issues, providing advice and guidance on new initiatives and/or any other issues in which the trustee has special expertise.

It is important to note that whilst NUS Board of Trustees delegates management to the Chief Executive, and political leadership to the NEC, legal accountability for NUS remains with the Trustees.

The key duties of a trustee are:

- To ensure that NUS complies with its governing document, the law, and any other relevant legislation or regulations.
- To ensure that NUS pursues its objects as defined in its constitution.
- To ensure that NUS applies its resources exclusively in pursuance of its objects and the policies agreed by the democratic structures.
- To contribute actively to the Board of Trustee's role in giving firm strategic direction to the Chief Executive and senior management team, setting internal budgets, management goals and setting targets and evaluating performance against agreed targets.
- To ensure the financial stability of NUS.
- To safeguard the good name, culture and ethos of NUS.
- To protect and manage the property of NUS and to ensure the proper investment of NUS' funds.
- To appoint the Chief Executive and senior management team and to monitor their performance.

Personal Principles of Trustees

Student trustees will be elected by Annual Conference, and it is for them to decide who will best govern the National Union. Trustees need to act in a balanced and appropriate manner and some personal principles are useful to bear in mind when considering whether you feel able to stand. You should feel able to show:

- a commitment to NUS
- a commitment to NUS' democratic structures and principles
- a willingness to devote the necessary time and effort
- a willingness to maximise personal development opportunities
- good independent judgement
- an ability to think creatively
- a willingness to speak your mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work effectively as a member of a team
- objectivity, accountability, openness, honesty and leadership



How to Stand for Election as a Student Trustee

Annual Conference 2009 marks the first year of Student Trustee elections to NUS Board of Trustees. As outlined in the Transitional Arrangements passed at Extraordinary Conference in January 2009, six student trustees shall be elected in two blocks, one of which will serve for one year and the other block for two years. Candidates will need to indicate on their nomination form which term (one year or two years) they intend to stand for. Elections Committee will open and close nominations at Annual Conference 2009. Candidates may download a nomination form from www.nus.org.uk or contact Elaine Bruce (Elaine.bruce@nus.org.uk)

In order to be eligible for election, candidates must be individual members of the National Union of Students. Although there is no requirement for candidates to be delegates to Annual Conference, it is important to note that all candidates in this election must be available to attend conference in Blackpool to participate in hustings. If you, as a candidate, are not available to attend the hustings, you must submit a reason for non attendance to Elections Committee to consider via email (elections@nus.org.uk) by 1pm, 29th March 2009. Elections Committee will then contact you to confirm whether you are excused from the hustings and permit you to nominate a proxy to deliver your candidate speech in your absence.