



## External Trustee: Information Pack



Be part of something...  
**Bigger**

## **Background to the Organisation**

GCU Students' Association is an expanding organisation providing a wide range of activities and services for the benefit of its 16,000 students. The Students' Association is located within the Students' Association Building on the Glasgow Campus and has a presence at the GCU London campus. The Students' Association has its own unique and friendly community.

GCU Students' Association is a registered Scottish charity, number SC022887. The Students' Association has a Trustee Board that has ultimate responsibility for setting the strategic direction of the Students' Association, ensuring it is solvent, well-run, meets its mission, vision and values and delivers its charitable purposes. The trustees of the charity consist of four Full Time Officers (elected), four Student Trustees (appointed) and four External Trustees (appointed).

The Students' Association main purpose is to represent all students at GCU. It is autonomous from the University and is democratically controlled by students at all levels. All GCU students are automatically members. More information about us can be found at: [www.GCUstudents.co.uk/aboutus](http://www.GCUstudents.co.uk/aboutus).

The Students' Association employs permanent staff. The permanent staff provide continuity, professional and managerial expertise and are responsible for undertaking the day-to-day management and running of the organisation, implementing Students' Association policy. All staff ultimately report to the Chief Executive, who in turn reports to the Trustee Board via the Chair and Vice Chair. The Chief Executive has overall responsibility for the strategic and general management of the Students' Association.

On an annual basis we elect four Full Time Officers who take a year out of studying, sometimes known as Sabbatical Officers. The Full Time Officers responsible for ensuring the views of GCU students are effectively represented and that the Students' Association makes a positive difference to the lives of our members. The Full Time Officers meet regularly, as the Executive committee, to discuss the student experience at GCU.

Caledonian Student Voice is our policy making body that meets four times a year. It oversees the work of the Full Time Officers, holds them to account and sets our campaigning and representation agenda.

The Students' Association is split into three departments:

- Representation and Advice Department
- Activities Department
- Membership Support Department

## **Representation and Advice Department**

The Representation and Advice Department supports all student representatives on campus. This includes training and supporting Academic Reps who work to improve the student learning experience within the university, supporting the Executive Committee and establishing mechanisms, such as Caledonian Student Voice and the Ideas Forum to decide our policies as an organisation. This department takes forward our liberation and ethical and environmental agenda.

Within the Representation and Advice Department is the Advice Centre. The Advice Centre is a confidential drop in and appointment service where students can see our Student Advisers for information, support and advice on academic and personal issues. The Advice Centre deals support students requiring academic representation, such as disciplinaries, appeals and consideration of special factors. The Advice Centre also operates the Nightline Service, supplies free condoms and sanitary products and operates our emergency hardship fund.

## **Activities Department**

The Activities Department provides opportunities for members to get involved in the Students' Association. This departments trains and supports our Sports Clubs, Societies, Media Groups (Student Magazine and the Radio Station) and provides recognition and leadership development for our volunteers through the Student Leaders Programme.

## **Membership Support**

The Membership Support Department provides financial, administrative and membership support for the other two departments.

More information about the Students' Association can be found at: [www.GCUstudents.co.uk/aboutus](http://www.GCUstudents.co.uk/aboutus).



## Charity

GCU Students' Association is a charity that is registered with the Office of the Scottish Charity Regulator (OSCR) and has the following charitable purposes:

- ▶ the prevention and relief of poverty of students
- ▶ the advancement of citizenship and community development
- ▶ the advancement of education
- ▶ the advancement of the arts, heritage, culture and science
- ▶ the advancement of health amongst students
- ▶ the organisation of recreational activities for students who have need of them by reason of financial hardship or other disadvantage
- ▶ the promotion of religious or racial harmony
- ▶ the promotion of equality and diversity
- ▶ the promotion of charitable fundraising activities



More information about OSCR can be found at: [www.oscr.org.uk](http://www.oscr.org.uk). Scottish Charity No. SC022887.

## Funding

The main source of income for the Students' Association is the Block Grant that is received from the University. In 2020/21 the Students' Association received a Block Grant of £628,900. The Students' Association also makes some limited income from external advertising, sponsorship and sales.

More information from [www.GCUstudents.co.uk/financial](http://www.GCUstudents.co.uk/financial).



### **What is a Charity Trustee?**

Charity trustees are the people who make up the governing body and have “general control and management” of a charity. Charity trustees are responsible for the governance and strategy of their charity. They are responsible for making sure that their charity is administered effectively, and is able to account for its activities. The Charities and Trustee Investment (Scotland) Act 2005 sets out the duties and responsibilities of charity trustees in Scotland. More information about the legal duties of charity trustees can be found: [www.oscr.org.uk/managing-a-charity/trustee-duties/](http://www.oscr.org.uk/managing-a-charity/trustee-duties/).

The governing body at GCU Students’ Association is called the Trustee Board. Trustees on the Trustee Board are liable, both collectively and individually for all the activities of the Students’ Association. This means all trustees are equally accountable for the Students’ Association. Trustees have a duty to act in the best interests of the Students’ Association and have a duty of care to all those with whom they have dealings. Trustees are expected to act together as a board to realise the values and purposes of the Students’ Association and to comply with legislative and regulatory requirements.

All trustees of GCU Students’ Association will be asked to complete a Charity Trustee Declaration Form and a Basic Disclosure Check to confirm they are not disqualified from acting as a charity trustee. Current GCU and Students’ Association employees and current GCU students cannot apply to be External Trustees.

The Students’ Association provides Trustee Indemnity Insurance for Trustees of the charity.

## What is the role of a Trustee at GCU Students' Association?

A Trustee Role Description has been formed based on the responsibilities of trustees outlined in the Charities and Trustee Investment (Scotland) Act 2005 and the legal responsibilities outlined for Students' Association's in the Education Act 1994.

### Trustee Role Description

- To ensure that GCU Students' Association complies with its Constitution, charity law and any other relevant legislation or regulations.
- To ensure that GCU Students' Association pursues its purposes as defined in the Constitution.
- To ensure that GCU Students' Association applies its resources in pursuance of its purposes.
- To contribute actively to the Trustee Board in giving firm strategic direction for GCU Students' Association, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of GCU Students' Association.
- To ensure the financial stability of the organisation.
- To use any specific skills, knowledge or experience you have to help the Trustee Board make sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which trustee has special expertise.
- To act in the interests of the charity, putting its interests before their own interests or those of any other person or organisation



## **Trustee Board Composition**

- 4 Student Trustees
- 4 External Trustees
- 4 Sabbatical Trustees

The Student Trustees are unpaid and are currently studying at GCU. Student Trustees are appointed normally for one year. External Trustees are appointed and unpaid and serve for a three-year term, calculated from the date of appointment. External Trustees may serve a maximum of two terms, either consecutively or non-consecutively. We have four Full Time Officers who are annual elected by a cross-campus election, are paid and take a year out of studying to represent our students. They are also trustees, known as Sabbatical or Full Time Officer Trustees.

The Student President is the Chair and the Vice Chair is an External Trustee. The Chief Executive, Senior Managers and Clerk are also in attendance.

## **Trustee Board Remit**

The Trustee Board meets four times a year and has the following remit:

- a) Has ultimate responsibility for setting the strategic direction of the Students' Association, ensuring it is solvent, well-run, meets its mission, vision and values and delivers its charitable purposes
- b) Must ensure that the Students' Association complies with its Constitution, the Education Act 1994, University Code of Practice and relevant charity law.
- c) Must maintain and regularly review the Students' Association internal controls, performance reporting, policies and procedures
- d) Must act prudently to protect the assets and property of the Students' Association, and ensure that they are only used to deliver the purposes of the charity
- e) Must regularly review the risks to which the Students' Association is subject, and take action to mitigate risks identified
- f) Must uphold and apply the principles of equality and diversity, and that the Students' Association is fair and open to all sections of the membership in all its activities

Your commitment as a trustee of GCU Students' Association would normally include attending four meetings a year (normally lasting two and a half hours each during the week and taking place early evening), a residential training weekend and to attend some social activities throughout the year to get to know fellow trustees, Students' Association staff and our members.



## **Trustee Person Specification**

Being a Trustee provides you with an exciting opportunity to use your skills, creativity, knowledge and experience to make a positive difference to the lives of our members.

### **Trustee Person Specification**

- A commitment to the purposes, mission, vision and values of the organisation
- A willingness to devote the necessary time and effort
- Strategic Vision
- Good, independent, objective judgement
- An ability to think creatively and articulate ideas
- A willingness to speak their mind
- An understand and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- Enthusiastic commitment to voluntary and community activity

In addition to the Trustee Person Specification we are ideally looking to appoint External Trustees with knowledge or experience of one of the following areas, although all applications will be considered. Trustees are not expected to be experts in any area.

- Financial Management
- Digital Engagement
- Human Resources
- Income Generation
- Strategic Planning
- Project Management
- Third Sector
- Marketing and Communications
- Community Engagement

We would particularly like an individual that has experience of financial management, for example has experience in setting budgets, reading Management Accounts and Audited Accounts. Our income is normally about £0.75M annually. You can read our previous audited accounts that includes our annual achievements and performance at [www.GCUstudents.co.uk/financial](http://www.GCUstudents.co.uk/financial).

**Trustees are expected to sign the GCU Students' Association Trustee Code of Conduct.**

**This position is not remunerated but reasonable out of pocket expenses can be paid in accordance with the Students' Association Financial Policies and Procedures.**



## Induction, Training and Support

Each trustee will receive a comprehensive induction to the work of the Students' Association and be invited to attend annual Trustee Board Training.

## Length of Appointment

External Trustees are appointed for a three-year term, calculated from the date of appointment. External Trustees may serve a maximum of two terms, either consecutively or non-consecutively.

## How do I apply?

Please send a copy of your CV and a supporting statement demonstrating how you meet the Trustee Person Specification and your relevant knowledge, background or experience that would benefit the Trustee Board to [hello@GCUstudents.co.uk](mailto:hello@GCUstudents.co.uk). Please put 'External Trustee' in the subject field. **Deadline for submission of applications is Monday 23rd November 2020 at 12noon.** The anticipated interview date is w/c 7th December 2020.

## How will External Trustees be appointed?

All applications will be considered by the Students' Association and a shortlist of candidates will be invited to an informal interview to meet our current trustees. Interviews will focus on your background, experience and knowledge.

## More Information

For more information and a discussion about becoming a Trustee please contact:

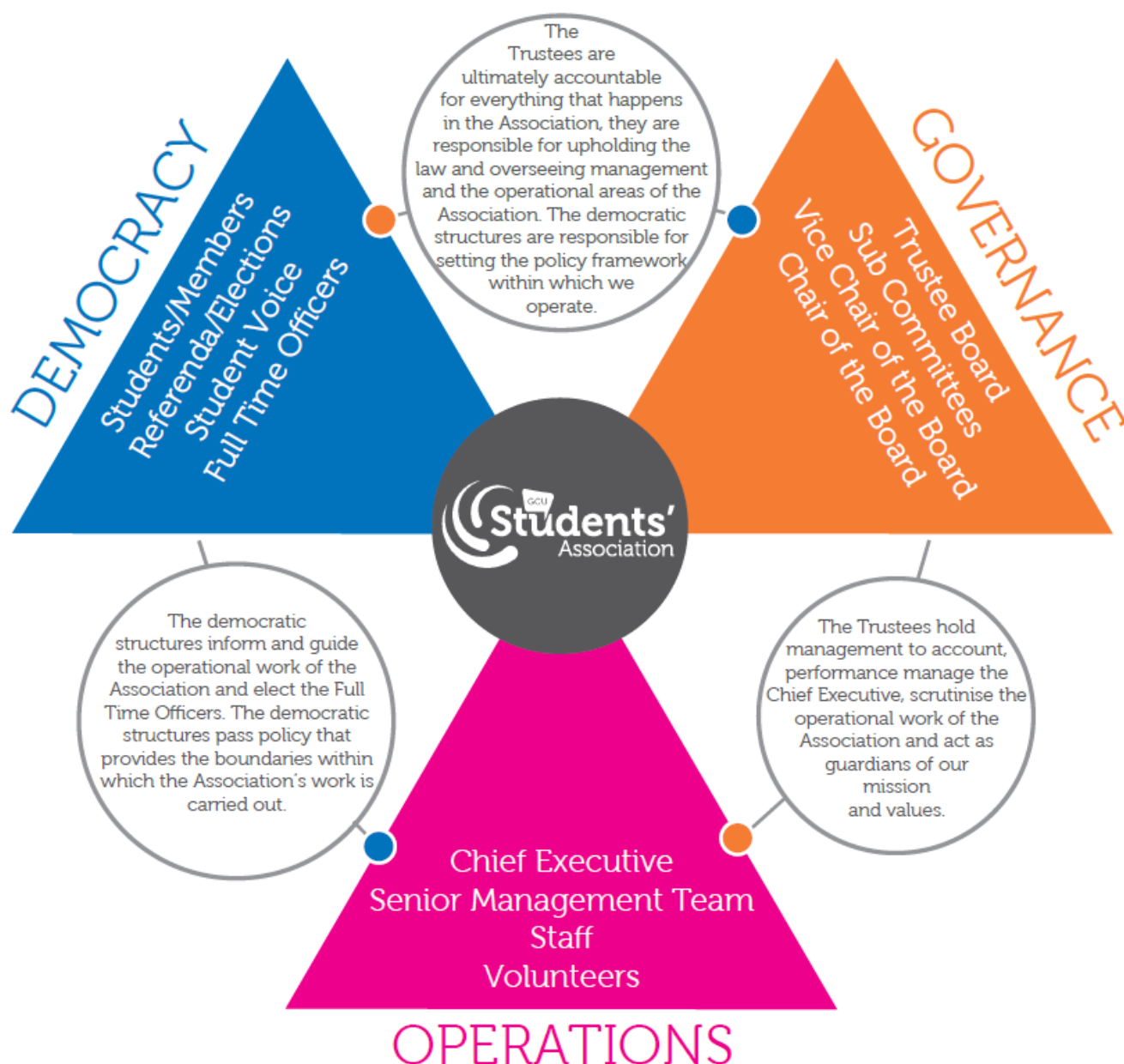
David Carse	<a href="mailto:chief.executive@GCUstudents.co.uk">chief.executive@GCUstudents.co.uk</a>
Chief Executive	0141 331 3886
Susan Docherty	<a href="mailto:president@GCUstudents.co.uk">president@GCUstudents.co.uk</a>
Chair of Trustee Board	0141 331 3886

Unfortunately due to the Coronavirus pandemic we are currently unable to offer interested candidates a visit the Students' Association Building.

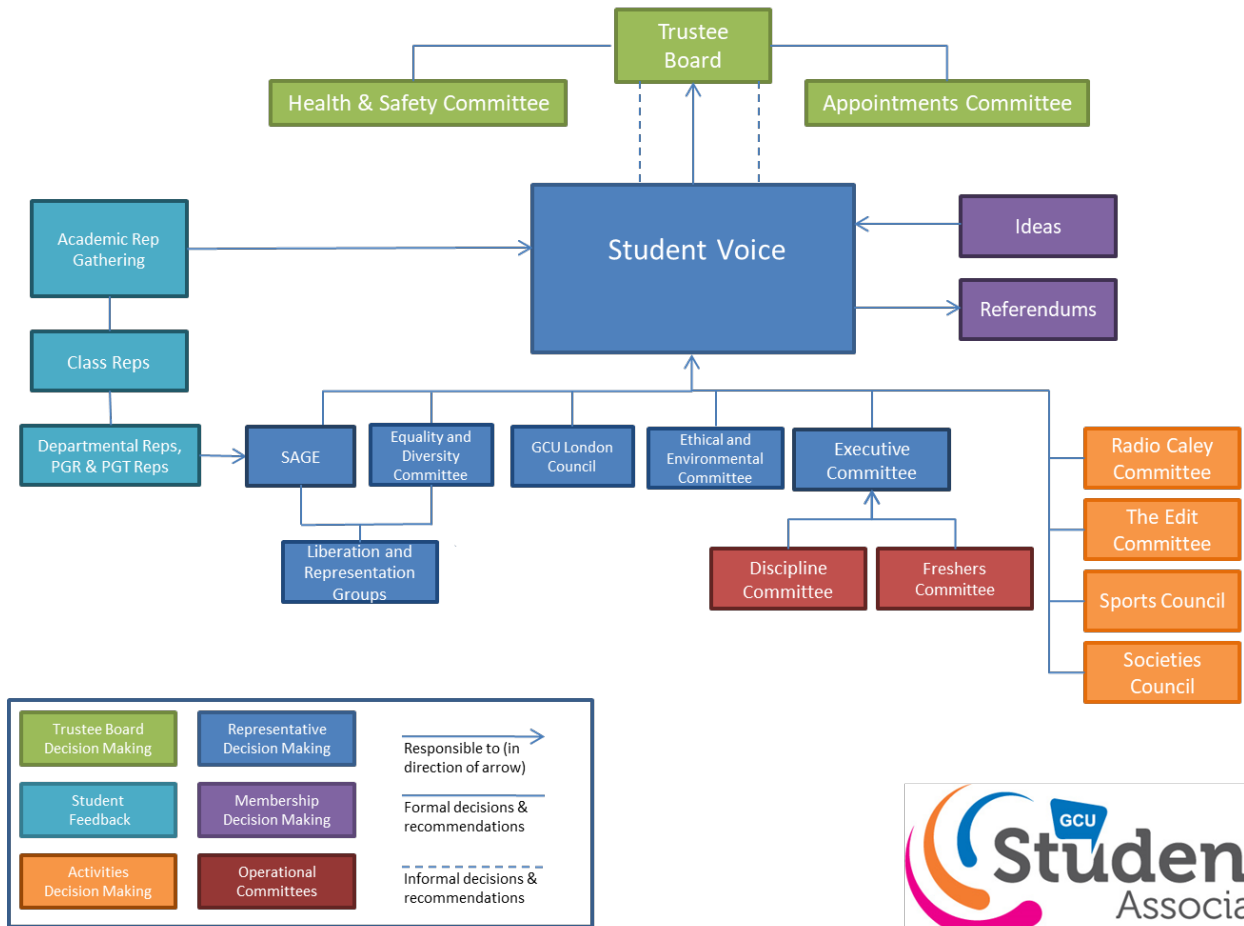
## Governance, Democracy and Operations Structure

There are three sections of our student-led organisation that works together to ensure we run smoothly, explained in the diagram below. We have GCU students, our members, involved in every level of decision making.

More information: [www.GCUstudents.co.uk/governance](http://www.GCUstudents.co.uk/governance).



## Governance and Democracy Structure



# Vision Mission & Values



## **Vision:**

That GCU students will have an outstanding experience that will live with them forever.

## **Mission:**

To represent and enable GCU students to enhance all aspects of their student experience.

## **Values:**

### **Diversity:**

We are proud of our diverse student body and are dedicated to activities that celebrate this diversity.

### **Community:**

We foster a welcoming and inclusive environment, allowing students to form and build upon strong, lasting relationships that contribute into an enjoyable and productive University life.

### **Participation:**

We promote and provide the opportunity for widespread involvement through sports, societies and volunteering in all our activities.

### **Fun:**

We are dedicated and passionate about the professional nature of working for students whilst maintaining a fun and friendly atmosphere.

### **Support:**

We provide a high level of consistent, reliable, confidential and independent support, ensuring the welfare of all our students.

### **Leadership:**

Throughout all our activities we encourage students to become leaders, to take pride in their university and fellow students, enabling them to be outstanding graduates.

## The Bigger Plan 2020 (Strategic Plan)



The Bigger Plan 2020 is the Students' Association five-year strategic plan. A summary of the four strategic themes is available on the next page. More information about The Bigger Plan 2020 can be obtained from: [www.GCUstudents.co.uk/strategicplan](http://www.GCUstudents.co.uk/strategicplan).

You can also watch our strategic plan video:

Watch The Bigger Plan 2020 Video



You can find out more about what we do as an organisation through our Annual Reports. More information from: [www.GCUstudents.co.uk/impact](http://www.GCUstudents.co.uk/impact).



## Theme 1: Where everyone belongs

Regardless of where you study we want you to feel you belong to an inclusive and diverse GCU community. We want you to **Be part of something... Bigger**. We will continue to promote involvement in our societies, sports clubs and liberation and representation groups and will work to better provide services that appeal to the needs of students who come from college, our part-time students, postgraduates and distance learning students. All students requiring support during difficult times will continue to receive impartial advice, practice guidance and representation through our Advice Centre.



## Theme 2: Where everyone can grow

We recognise we could not do as much as we do without our volunteers and staff. We will support our current and future student leaders through our Student Leaders Programme and support them to become global citizens with responsibility for our environment and its future sustainability. We will demonstrate our commitment to our people by achieving the Investing in Volunteers, Investors in People accreditation and maintaining the NUS Green Impact award. We will work with GCU to ensure students' extra-curricular activities are recognised by the University.

We know that strong student media groups is important for democratic student-led organisations and we will work to ensure a strong positive student media presence.



## Theme 3: Where everyone can work together

We are proud of our strong partnership working with GCU and that we are regularly consulted on the GCU student experience. However, we want to ensure we are seen as the natural starting point for the development of GCU student facing policies and decisions. It's equally important to ensure our members feel their voice is heard in our own decision making so we will review our governance, democratic structures and training and support for student reps. We will also nurture grass root campaigning from our members and work more in partnership with our Campus Trade Unions and NUS on local and national campaigns. We need to ensure we are working together to make a positive change.



## Theme 4: Where everyone can try new ideas

Through our Strategy for Change project, we are working with four European universities to enable students to carry out social innovation projects in the local community. We will meet the outcomes of this project and for it to have a lasting legacy.

We want to be an organisation that is about continuous improvement and trying new ideas. Quality Students' Unions has been developed by NUS to assure the quality, standards and overall effectiveness of students' associations and we will seek to achieve this standard.

*In order to support our Strategic Themes we must ensure long term financial sustainability, effective marketing and communications and welcoming and relevant premises and infrastructure for all GCU students. These are our Strategic Enablers.*



## An Award Winning Students' Association

GCU Students' Association are proud to have achieved the following accreditations:



We are an award winning Students' Association. Find out more information:  
[www.GCUstudents.co.uk/awardwinning](http://www.GCUstudents.co.uk/awardwinning).



GCU Students' Association  
Students' Association Building  
70 Cowcaddens Road  
Glasgow  
G4 0BA

telephone 0141 331 3886  
email [hello@GCUstudents.co.uk](mailto:hello@GCUstudents.co.uk)  
website [www.GCUstudents.co.uk](http://www.GCUstudents.co.uk)

