Student Trustee: Information Pack







JOIN TRUSTEE
And improve your skills

Welcome to GCU Students' Association

GCU Students' Association is an expanding organisation providing a wide range of activities and services for the benefit of its 17,000 students. The Students' Association is located within the Students' Association Building on the Glasgow Campus and has a presence at the 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.

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 Student President. 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 are 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.

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

You can find out more about our current Strategic Plan: www.GCUstudents.co.uk/strategicplan.

Representation and Advice Department

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

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 our Wellbeing Volunteering Programme, Nightline Service and operates our emergency hardship fund and free condom service.

Activities Department

The Activities Department provides manage 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.






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

All charities must comply with the Charities and Trustee Investment (Scotland) Act 2005. More information about the legal duties of charity trustees can be found: http://www.oscr.org.uk/managing-your-charity/trustee-duties/.

More information about OSCR can be found at: www.oscr.org.uk.

Funding

The main source of income for the Students' Association is the Block Grant that is receives from the University. In 2018/19 the Students' Association received a Block Grant of £628,900.



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-your-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 to confirm they are not disqualified from acting as a charity trustee.

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 it 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

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







Trustee Board

The Constitution (our Governing Document) outlines the composition and remit of our Trustee Board.

Trustee Board Composition

- 4 Full Time Officers
- 4 External Trustees
- 4 Student Trustees

A Full Time Officer is paid and takes a year out of studying at GCU and is elected by a cross-campus election. The Student Trustees are unpaid and are currently studying at GCU. External Trustees are appointed and unpaid and serve for a three year term and may serve a maximum of two terms, either consecutively or non-consecutively. The Student President is the Chair and the Vice Chair is an External Trustee. The Chief Executive 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 include attending four meetings a year (normally lasting two 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.

Student Trustee Person Specification

Student trustees are important to the Trustee Board because they combine knowledge of a student experience at GCU without the same conflicts of responsibilities that our Full Time Officers may have. Student Trustees when making decisions will be asked to think about what is in the best interests of the charity and our members, the students of GCU.

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

When looking for Student Trustees we are looking for students who have had leadership roles within the Students' Association, university or local community and have a good understanding of the issues affecting students and the different types of students (undergraduate, postgraduate, full time, part time, international, mature, articulation) studying at GCU and students from different backgrounds.

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 Trustee Board Training. The induction to the Students' Association normally lasts a morning or afternoon within the Students' Association Building and the Trustee Board Training is a residential weekend event.

Length of Appointment

Student Trustees are appointed for a one year term running from June 2019 to June 2020.

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. Please put 'Student Trustee' in the subject field. **Deadline for submissions of applications is Friday 26th April 2019 at 12noon.**

How will Student 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 and Chief Executive. Interviews will focus on your background, experience and knowledge.

All trustees of GCU Students' Association will be asked to complete a Charity Trustee Declaration Form to confirm they are not disqualified from acting as a charity trustee. This will be followed up with a Basic Disclosure Check.

More Information

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

Rachel Simpson	president@GCUstudents.co.uk
Student President and Chair of Trustee Board	0141 331 3886
David Carse	chief.executive@GCUstudents.co.uk
Chief Executive	0141 331 3886

Interested candidates are welcome to visit the Students' Association Building and should get in touch to arrange a visit.

An Award Winning Students' Association

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



2017/18

The Students' Association were runners up in the NUS Scotland Diversity Award 2018 and the University Students' Association of the Year Award 2018.

2016/17

In January 2017 we achieved the Investing in Volunteers accreditation and in May 2017 we achieved the Quality Students' Unions accreditation, at Very Good. We won the NUS Scotland Diversity Award 2017, were shortlisted for the NUS Scotland Full Time Officer Team of the Year 2017 and achieved the Very Good Award in Green Impact. We were also shortlisted in the sparqs Awards 2017 for our work with GCU on the Student Partnership Agreement.

2015/16

We won the NUS Scotland Student Opportunities Award 2016 for our Student Leaders Programme (and we were Runners Up in the NUS UK Student Opportunities Award 2016). We also achieved the NUS Excellence Green Impact Award at the Highly Commended level and won Most Innovative Nightline 2016 (with the University of Strathclyde Students' Association) at the National Nightline Conference.

You can find out more about what we do as an organisation through our Impact Reports. More information from: www.gcustudents.co.uk/impact.

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.

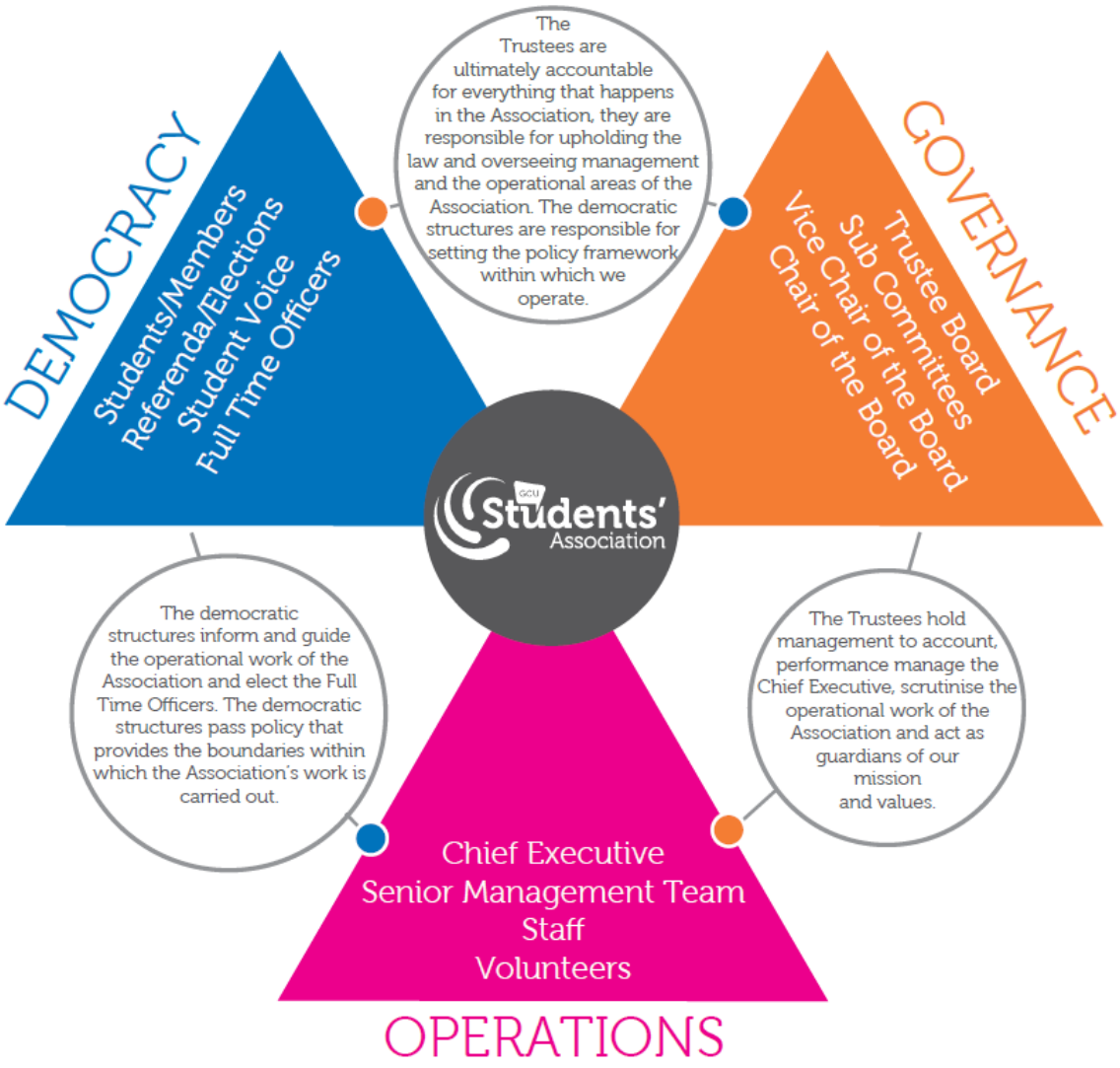
Support:
We provide a high level of consistent, reliable, confidential and independent support, ensuring the welfare of all our students.

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.

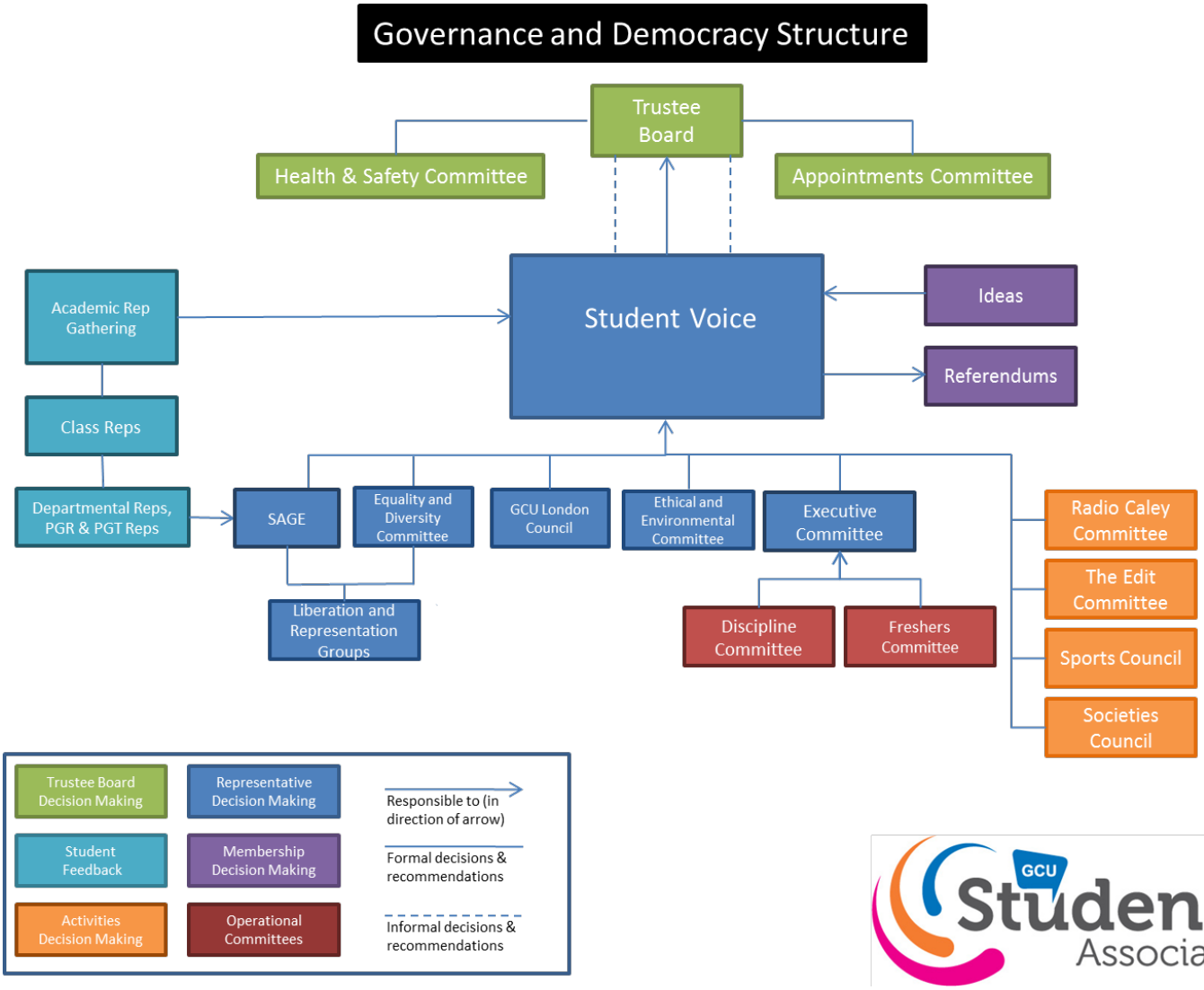
Governance, Democracy and Operations

There are three sections of our student-led organisation that work 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



Governance Structure



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

telephone 0141 331 3886
email hello@GCUstudents.co.uk
website www.GCUstudents.co.uk

