

External Trustee Recruitment Pack

Queen Mary Students' Union
January 2025

Voluntary (reasonable expenses paid) -
Location: Mile End, London



External Trustee Recruitment Pack

Help us to build for the future

What would I possibly have to offer to a Students' Union, you may ask? What even is a Students' Union and why do they need Trustees?

Queen Mary Students' Union represents the interests of over 36,000 students at Queen Mary University of London, largely based across sites at Mile End, Whitechapel, and Barbican. Queen Mary describes itself as 'a Russell Group University with a difference'. Many of our students come from our local community, 93% come from state schools, 72% are BAME, and 46% are the first in their families to go to University. In 2021, a Sutton Trust report named us as the best university for social mobility in the country. 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 develop the skills they need to succeed in life after university.

The Students' Union is a registered charity, and is overseen by a Board of Trustees, which includes six external members, and we are currently seeking to a vacancy. This pack will explain more about the role and about the Students' Union. When you have read it, we hope you might consider joining us.

We will provide full training and support on the role and responsibilities of a Trustee and the work of a Students' Union. As a Trustee, you will contribute the benefit of your experience, enthusiasm, and a willingness to both challenge and support us in our work.

Whether you have never considered being a Trustee before, or whether you have already served in this role, we would like to hear from you, *particularly if you have experience in any of the following areas: wellbeing, welfare and support; equality, equity, diversity and inclusion; or business, finance and entrepreneurship, and would like to use it to help us to build for the future.

*NB these are not essential - we will consider all applications based upon what you can bring to the role

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 .

Recruitment Timetable

Applications Close: Sunday 9 February 2025

Shortlisting: w/c 10 February 2025

Notification of candidates for interview: by end of w/c 10 February 2025

Interviews: w/c 24 February 2025 (Tuesday 25 or Wednesday 26)

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 **Sunday 9 February 2025**.

External Trustee Role Description & Person Specification

Queen Mary Students' Union

January 2025



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 judgement.
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 experience in any of the following areas, but this is not essential - we will consider all applications based upon what **you** can bring to the role of Trustee:

- Wellbeing, welfare and support;
- Equality, equity, diversity and inclusion;
- Business, finance and entrepreneurship.

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.

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About Queen Mary Students' Union

- Information for prospective External Trustees

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Information for prospective External Trustees

Queen Mary Students' Union

Queen Mary Students' Union (QMSU) represents the interests of over 36,000 students at Queen Mary University of London (QMUL) largely based across sites at Mile End, Whitechapel, and Barbican. Queen Mary describes itself as 'a Russell Group University with a difference'. Many of our students come from our local community, 93% come from state schools, 72% are BAME, and 46% are the first in their families to go to University.

Queen Mary was recognised as the most inclusive Russell Group university in The Times and Sunday Times Good University Guide 2021. The authors noted: "Queen Mary continues to prove that social inclusion and academic success are not mutually exclusive." In 2021, a Sutton Trust report named us as the best university for social mobility in the country. 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 over £6.5m (including our wholly owned trading subsidiary, Queen Mary Students' Union Services Ltd). 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 *'for every student to feel they belong, in an environment where wellbeing, inclusion and community are at the core of everything we do. We will ensure every student is empowered to grow and thrive throughout their time at University and beyond into their future lives'*.

The Students' Union's values are to be:

- Supportive
- Inclusive
- Student-led
- Ethical
- Honest

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 Bar & Kitchen on the Whitechapel campus, and the Shield Café at Charterhouse Square. 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 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. In addition to the voluntary contribution of 6 Student Trustees and 5 External Trustees, over 50 volunteer part-time officers and student representatives serve on Student Council. Circa 500 students also act voluntarily as course representatives. Student volunteers are also directly involved in running volunteering groups, societies, sports clubs, student media, and Raise and Give (RAG) charity fundraising activities.

Outside of the University, students volunteer in the community through our volunteering service. There were 10 student-led volunteering groups, covering areas such as disability sport, mentoring, oral health, and sexual health and relationships. The Students' Union's Give Volunteering a Go scheme, offered one-off, low-level commitment volunteering

opportunities supporting community festivals, local gardening sessions, and sporting charity events such as the London Marathon. There were also environmental volunteering opportunities, such as canal clean-ups. The Students' Unions Volunteering team continued to operate its charity brokerage service with 180 charities registered, providing 254 volunteering opportunities.

The annual Volunteer Fair was held in September providing an opportunity for students to meet 44 of our partner charities before signing up to opportunities.

Sports Strategy

The University and the Students' Union have a Joint Sport Strategy, with a mission: *'To engage, develop and unite through sport and physical activity'*.

Qmotion Sport and Fitness Centre

Qmotion Sport and Fitness Centre at Queen Mary is set in the heart of the Mile End campus. We are proud to be an independent gym, providing great customer service and excellent facilities to QMUL students and staff. We place a huge emphasis on maximising participation and customer satisfaction for our members, and understand the importance of providing a safe community space to allow them to improve their physical and mental wellbeing and to socially interact with their peers. Qmotion is at the centre of everything that we do within sport, as alongside providing gym facilities and activities, the gym and staff also support all our strands of Sport in some shape or form, whether it be in-kind funding for facilities and staffing or allocating funds to help our Talented Athlete programme.

Club Sport

Club Sport is the part of our sporting programme that manages Sports Clubs within Queen Mary Students' Union, and it represents the student-led, structured, mainly competitive side of sport. There are now 65 Sports Clubs, all managed by student committees who work with our Sports Development team to provide the best experience for students.

Get Active

Get Active is the Students' Union's recreational sport programme at Queen Mary. It provides opportunities for students, staff and alumni to take part in sport in a fun, flexible and social environment. The programme aims to remove barriers to participation by providing fun, convenient and affordable sporting opportunities to all students and staff. Get Active is built around making it as easy as possible for participants to take part in "turn up and play" recreational sessions where everything is provided for them. Emphasis is also placed upon encouraging participation amongst students who are currently inactive and from groups currently under-represented in sport. Ongoing regular research and feedback is used to guide the development of the recreational sport offer.

Community Foundation

Community Foundation is our programme that aims to support students in developing skills and employability through sport whilst providing a benefit to young people in the wider community through increased access to sports opportunities. Two of the main objectives for this programme are: to support the development of Queen Mary students as sport leaders and increase participation in sport within the local community. We aim to have a positive impact on the local community by providing a sense of social cohesion for all involved. The programme also prepares our students for life beyond Queen Mary, allowing them to develop in a wide variety of life and employability skills through a breadth of training and personal development opportunities that are offered.

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.

The September Reuse Fair took place over move-in weekend, attended by 600 students who were able to provide a new home to over 813kg of donated items that would otherwise have ended in landfill.

The Students' Union has, once again, scored 'excellent' in Green Impact, a United Nations award-winning programme designed to support environmentally and socially sustainable practice in organisations. The auditors had this to say about our submission: "Queen Mary SU has clearly demonstrated that sustainability is still high on its agenda, despite the additional challenges of the pandemic. I was really impressed by the holistic approach the union is taking in terms of addressing the breadth of sustainability, and how student voice is being centred in the SU's work. Really excited to see what comes next for QM's sustainability work!"

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 .