



EXTERNAL TRUSTEE JOB PACK

Spring/Summer 2020



GRADUATE
UNION

WELCOME!

Thank you for taking the time to find out more information about being an external trustee for the brand new students' union at the University of Cambridge: Cambridge SU.

Student-led and student-focussed, our goal is to create the best possible environment for students wanting to study and achieve at the University of Cambridge. We campaign on the issues students care about, stand up for students' rights, and ensure that Cambridge is an environment where all students are given the opportunity to flourish.

This document contains some background information on the Students' Union and how the Board of Trustees fits into our structures, as well as detailing the responsibilities which come from sitting on the Board of Trustees. Finally, it explains the application and selection process.

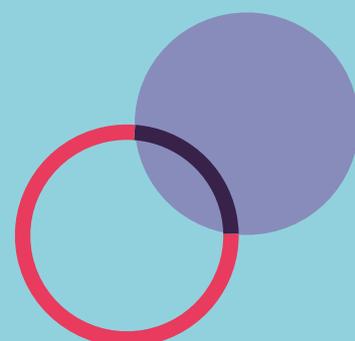
If you are interested in joining a driven, change-making, student-led organisation, then we would love to hear from you.

- from Cambridge SU



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BEING AN EXTERNAL TRUSTEE

WHAT IS A TRUSTEE?

Cambridge SU is a charity, and therefore has a governing body called the Board of Trustees. Trustees have ultimate responsibility for the Union's management, administration, governance (how the Union is structured), budget and strategy. The Trustees of the students' union have ultimate legal responsibility for ensuring that the students' union complies with the law, including the requirements of charity law.

Being a Trustee is an incredibly rewarding experience, but also one which comes with significant responsibility. Trustees are expected to be aware of and act in accordance with charity law, and holding office as a Trustee gives you responsibility for ensuring the students' union actions are lawful and purposefully and financially sound.

Cambridge SU is a democratic charity: almost all decisions are made by student representatives at SU Council. However, decisions regarding the legality of the students' union's actions, staffing matters, and many financial matters are ultimately overseen and enacted by the Board of Trustees.

Trustees are the guardians of the union's assets and they are under a legal duty to act in the best interests of the charity, which involves making balanced and informed decisions about what will best enable the charity to carry out its purposes on behalf of its beneficiaries, the students of the University of Cambridge. Trustees must implement realistic and reasonable risk management strategies and processes to identify and mitigate risks to the charity's funds and assets.

THE SELECTION PROCESS - WHAT WE ARE LOOKING FOR

All applications to become an External trustee will be passed to the selection group, who will sift applications and, if necessary, conduct short interviews with candidates. The trustee selection group is made up of members of both the current CUSU and Graduate Union Trustee Board. We are particularly looking for those with skills and experience in one of more of the following areas:

- Financial Management
- HR & Employment Law
- Leadership & Strategy
- Students' Union & Charity Governance

The deadline for applications is 5pm on Friday 10th May. Interviews may be held following this date.

ELIGIBILITY AND REMUNERATION

You are not eligible to be an External Trustee of Cambridge SU if you:

- are a student at the University of Cambridge; or
- currently hold any position (such as employment or fellowship) within the University of Cambridge or its constituent colleges, except by discretion of the Board on application;

You would also be ineligible to apply or hold office if you:

- are in any way legally barred from acting as a charitable trustee (due to bankruptcy, etc.);
- have business or other interests which are overly intertwined with the interests of the SU, such that you would have an unacceptable conflict of interest; and/or
- are under the age of 18

As a Trustee, you are not entitled remuneration for services you provide to Cambridge SU. However, you would be entitled to receive compensation for out of pocket expenses, such as cost of childcare while at Board meetings, or any costs of special support necessary to facilitate a disability. Such costs are at the discretion of the Chair of the Board of Trustees.

Cambridge SU is an equal opportunities organisation which places diversity and a strong stand against discrimination at the heart of its work. In making your application, we will invite you to complete an equal opportunities monitoring form this will be kept entirely separate from your application, and will not form a part of the decision making process.

COMMITMENT LEVEL AND EXPECTATIONS

You will be expected to travel to meetings in Cambridge 6-8 times per year, and to contribute remotely from time to time. Membership of committees of the Board may involve additional meetings.



ABOUT CAMBRIDGE SU

Cambridge SU will be the representative body for all 24,000 students at the University of Cambridge and its constituent Colleges; it will be a registered charity within the University community that exists to represent, campaign for, and support students at the University.

We foresee Cambridge SU as a groundbreaking organisation that leads the way in representation for all students, both undergraduates and postgraduates. Cambridge SU will replace two current students' unions* (CUSU and the Graduate Union), and be a single union for all students. In combining our expertise, we will ensure that all students, regardless of level of study, are represented, supported and have their voice heard across the University of Cambridge.

In addition to this, we will continue to champion and elevate the voices of those with protected characteristics who are not always heard across the university. No matter a student's level of study, background or the marginalisation they may experience, Cambridge SU will be a union that fights for all students.

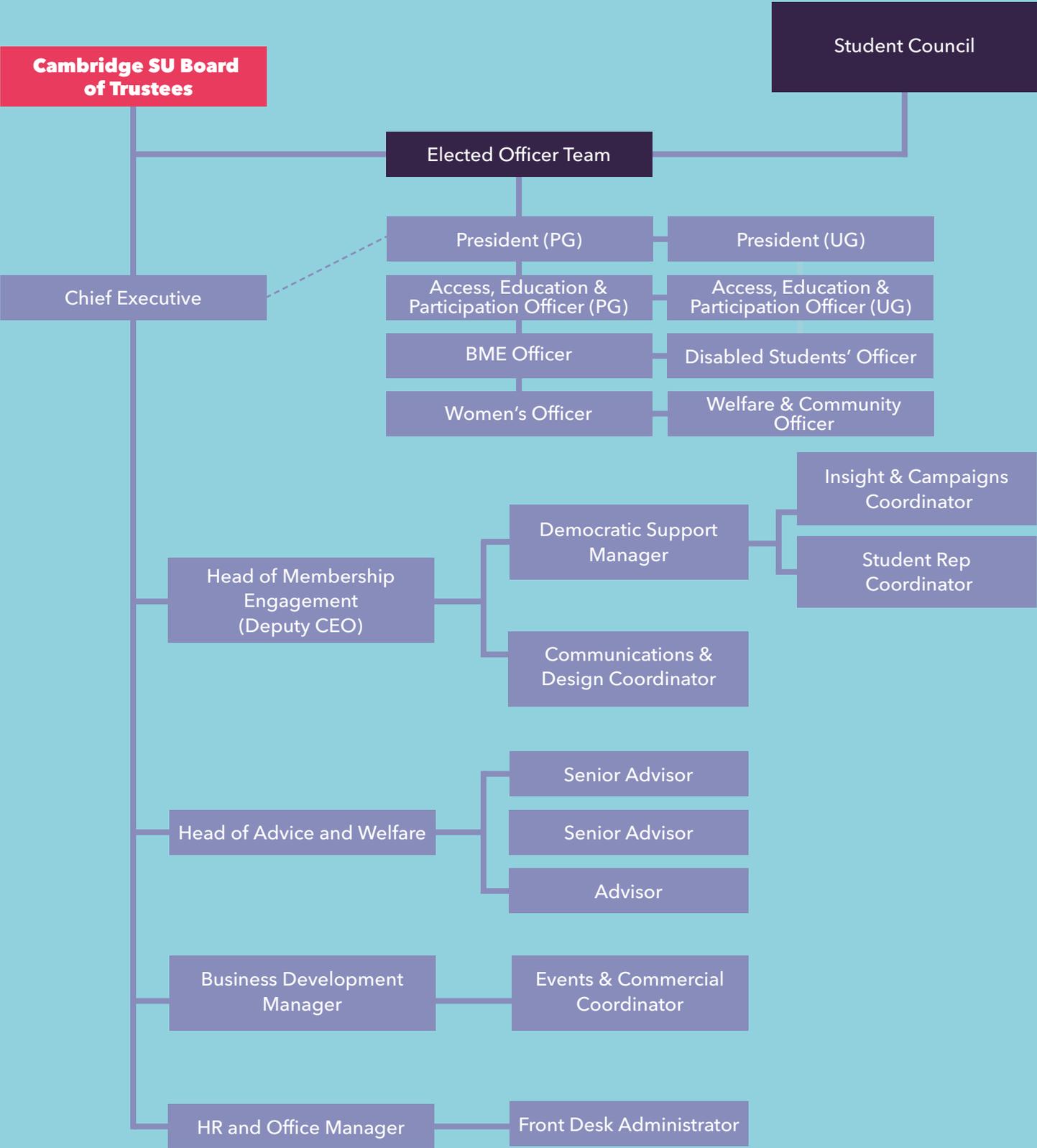
Cambridge SU will formally start its work on July 1st, after which CUSU and the Graduate Union will cease to exist.

The Trustee Board is the body which is ultimately responsible in law for Cambridge SU's legal and financial operations, and the advancement of our charitable objectives.

*To read more about the history of the two Students' Unions, please see: www.new-su.co.uk/history



CAMBRIDGE SU ORGANISATIONAL CHART



WHO ARE CAMBRIDGE STUDENTS?

46

average
hours spent
per week
on studies



30%

of students
volunteer

**CLUBS &
SOCIETIES**

88%

of students
engage in
society
activity



24,629
STUDENTS



9,313

International students
140+ countries represented

**TYPE OF
STUDY**

12,680

**UNDER
GRAD**



11,026

**POST
GRAD**



923

**CONTINUING
ED**



CAMBRIDGE SU: GOVERNANCE AND STRUCTURE

Cambridge SU is run day-to-day by eight full-time sabbatical officers, who lead an 'Executive' of part-time volunteers who (broadly) campaign on student issues, perform welfare and access activities, and support College common rooms and other student activities.

The Executive is formally accountable to the SU Council, which sets the policies of the Students' Union.

The Council is composed of an officer from each JCR/MCR (Undergrad and Postgrad student representatives from each of the 31 colleges), schools representatives and the Cambridge SU Executive.

The Campaigns are free to take different policy positions than those passed at Council and have their own Constitutions and internal structures. Their governing documents, as well as their funding, are however approved at Council and the Board's oversight thus applies to them as well.

Aside from Cambridge SU Policy, which sets out political and policy positions, Cambridge SU has 'Internal Policy' which relates to the running of the organisation, finance and employment policies, equality and diversity policies, and so on. Ensuring that these policies are reviewed regularly and are legally compliant is one duty of the Trustee Board.



CAMBRIDGE SU: OPERATIONS AND FINANCES

Cambridge SU is a company limited by guarantee and will be a registered charity. Our revenue will come from three main sources: income from University bodies, commercial primary-purpose fundraising and the funding received from Colleges for services we provide to students. The fundraising component is significant and includes media contracts, services and events like the Freshers Fair. Oversight of Cambridge SU's financial position and strategy is a major component of the Board's regular business.

In addition to the sabbatical officers, Cambridge SU employs staff to support elected representatives to achieve their mandates and aims. As well as leading on projects, coordinating service areas and supporting representative work; staff help the union retain institutional memory, coordinate annual democratic, fundraising and communications activities; and resource officers get up-to-speed quickly. They also help the union develop over time; and look after statutory compliance.

A management structure is headed by the Chief Executive who formally reports to the Board via the Chair of the Board of Trustees.



THE TRUSTEE BOARD

COMPOSITION AND WORKINGS

The Trustee Board's composition, under our rules detailed in our constitution, will consist of:

- Five elected sabbatical officers (this includes the two elected Presidents and three others selected from the sabbatical officer team)
- Two student member trustees
- Three external trustees

Either the Undergraduate or Postgraduate President will act as the Chair of the Board, and an external trustee will be appointed as the Deputy Chair.

The Board usually meets between six and eight times a year (at least once each Term with some meetings in the vacations), with exceptional meetings as and when required.

Minutes of Board meetings are taken, however a confidentiality policy exists and trustees are expected to uphold the confidentiality placed in trustees: it will be necessary to become privy to confidential matters in the course of discussing matters comprehensively with trustee colleagues. Trustees will also be expected to raise any conflicts of interest that might arise. Trustees will be supported in their roles with induction and training, and advice is always at hand.

RESPONSIBILITIES OF THE BOARD

The Cambridge SU Trustee Board's powers are strictly limited to what is outlined in Cambridge SU's governing documents, and also those responsibilities the Board must exercise in law. This means, generally:

- Ensuring that Cambridge SU operates inside the law
- Assessing and managing the legal and financial risks to the charity
- Ultimate responsibility for the employment of those employed by Cambridge SU, which includes the performance of staff, but not of sabbatical officers, except where legally required under employment law
- Identifying new legal and strategic challenges for the union

Cambridge SU is a newly formed union following the merger of CUSU and the GU. As such this is an opportunity for the Board of Trustees to collectively shape the strategy and governance of the union in its first year. In the first year the board will predominantly;

- hold staff accountable through the CEO, and being ultimately accountable for the charitable activities of the Union
- providing leadership to all in the union
- develop new operational and HR policy for the new union alongside the CEO
- work with the CEO to develop a new vision, mission, values and strategic plan for the new union particularly focussing on improving the representation of postgraduate students.

Trustee Board members must take responsibility for the decisions which are taken. Though the Board acts collectively, Trustees are individually responsible for their conduct and should take care to act properly at all times. Cambridge SU will seek to provide all new trustees access to training and resources to properly equip you to carry out your duties as a Trustee.

GOVERNING DOCUMENTATION AND LEGISLATION

As a charity, a company, an employer and as a recognised students' union, we are required to have governing documentation of varying levels and we are required to adhere to relevant legislation:

Company Law, Employment Law, Health and Safety, Charity and Trustee Laws, Finance, accounting and taxation laws, the Education Act 1994, Data protection and intellectual property, laws pertaining to conduct in office or employment and criminal law.

There is specific legislation governing students' unions in the Education Act 1994, Part II. In relation to this act, the students' union is recognised by the University of Cambridge within its Statutes and Ordinances. In accordance with the University's responsibilities under the Act, it convenes a committee to oversee our activities. The Chief Executive is responsible for ensuring day-to-day adherence to the law, however the Board of Trustees will be expected to have some knowledge and awareness of implications of various aspects of legislation related to either companies and/or charities.

How the Board operates is governed by our Articles of Association and By-Laws. All trustees of Cambridge SU are expected to be familiar with these rules and abide by them.

LEGAL LIABILITY OF INDIVIDUAL TRUSTEES

Cambridge SU is a company limited by guarantee and will be a registered charity. This means this is a company which does not have any shares or shareholders, but instead has members who act as guarantors. The liability of members is limited to £1. The company members of Cambridge SU also act as its charity trustees.

Being a company limited by guarantee means that the Union is an entity in law which is separate from its trustees. The trustees are protected from liability for Cambridge SU's finances in the same way that company directors are protected from the finances of their company, so they could not (for example) be asked to pay to Cambridge SU's debts if the SU were to have insufficient funds. The only exception to this would be if the trustees continued to borrow or spend money after it became clear that the charity could not avoid insolvency. This is a very rare event, and one which trustees are protected against by the procedures of the board in delegating to professional staff and ensuring there are appropriate approval and scrutiny processes. Trustee liability is also limited by insurance taken out by Cambridge SU.



SOURCES OF FURTHER INFORMATION

For more information about Cambridge SU, our charitable activities and being a Trustee, you may find the following resources useful:

WEBSITES

The CUSU website (cusu.co.uk) contains plenty of useful information, including:

- The Constitution, Standing Orders (see www.cusu.co.uk/about/constitution), Policy and Internal Policy (see www.cusu.co.uk/internal/employee-policies)
- The budgets and accounts, including a link to our Charities Commission annual statements (www.cusu.co.uk/about/budgets-and-accounts)
- Information on our current and previous campaigns and activities

The GU website (gradunion.cam.ac.uk) also contains:

- Constitution, schedules and policy (see www.gradunion.cam.ac.uk/about/governance)
- A link to recent accounts and annual reports (apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/CharityWithoutPartB.aspx?RegisteredCharityNumber=1147864&SubsidiaryNumber=0)

EXTERNAL INFORMATION ON TRUSTEESHIP

The website of the Charities Commission has excellent and detailed documents on what being a trustee means, including the broader legal context:

www.charitycommission.gov.uk

The Nolan Principles in Public Life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership) are useful benchmarks for the way in which charitable trustees should behave and are viewable through the Committee on Standards in Public Life at: www.gov.uk/government/publications/the-7-principles-of-public-life

DATA PROTECTION STATEMENT

The information included, and provided by you, within your application for the post will be used to assess your suitability for the specific post; it will only be viewed by those involved in the recruitment process. Applicants' information will be shared with those persons delegated by Cambridge SU to take part in the recruitment process and, as such, this will necessitate that those delegated by our organisation have access to applicants' private data contained within every application form.

The application form of the successful candidate will be retained by Cambridge SU and will be incorporated into any necessary records for that person; the forms of unsuccessful applicants/candidates will be destroyed after nine months, except in cases where there is a dispute (in such cases applicants will be notified that their form is still on file).

Successful applicants joining Cambridge SU's Trustee Board should be aware that their names, addresses and dates of birth will be registered with the Charity Commission. Our auditors will also undertake credit checks on trustees, and so the necessary personal data pertaining to you will need to be shared, including your passport.

By submitting the equalities monitoring form you accept and consent to Cambridge SU and keeping and using this data for statistical analysis and monitoring within the organisation (which will be anonymous) so that we can continually improve our equal opportunities practises.



**We look forward to
hearing from you!**



GRADUATE
UNION

