

JOIN US!

**WE'RE
RECRUITING
A STUDENT
TRUSTEE**

Joining the Union's Board of Trustees is an opportunity to work with other student trustees and elected officers to make a positive difference to the Imperial experience for students. The Board of Trustees is the governing body of the Union and they oversee the legal, financial and strategic direction of the Union and have oversight of the work of the full time leadership team, to make sure they are acting effectively in the best interests of students.

WELCOME

We are delighted that you are considering the role of Student Trustee at Imperial College Union.

This is an exciting time for the Union. In 2021 we launched our Back to Basics strategic plan, designed to guide our charity to become a highly effective, impactful and sustainable organisation. We are constantly evolving, to ensure we meet the needs of our members and provide them with the best possible experience during their studies. Now, approaching the end of the 3-year plan, we will be launching a new, more ambitious strategy for 2023. As a Trustee, you will be able to shape the direction of that. The student population at Imperial College is incredibly diverse, with different aspirations and different expectations of their Union. Our Union plays a vital role in ensuring all students across all campuses get the support they need to achieve their goals.

Joining us means joining a Board responsible for the strategic direction of the Union as a registered charity. Being a trustee in a students' union is an extremely rewarding experience. If you are passionate about advancing the opportunities for students and supporting the development of a dynamic and passionate Students' Union, while gaining valuable insight into the running of a multi-million organisation, this would be a great opportunity for you! This pack outlines exactly the type of person we are looking for and what skills we believe we need on our Board. If you are interested in talking about the opportunity, please do contact us.

Thank you,

Hayley Wong (Union President)

ABOUT IMPERIAL COLLEGE UNION

Imperial College Union is one of the oldest students' unions in the UK. We exist to support and empower Imperial students, to ensure they get the most from their university experience.

There is so much that makes Imperial College Union special. We are lucky to work in a historic campus environment located in a bustling, beautiful part of London. Imperial students are some of the highest performing and dedicated students in the world. They are hugely committed to their university education and want to get the most from their experience. This means they are incredibly engaged and keen to participate in the activities we offer.

We run a diverse set of services, activities and support networks for Imperial students:

- **Student representation:** We empower a network of student leaders and academic representatives to champion the collective voice of students and ensure every individual student gets the best possible experience at Imperial.
- **Student Advice Centre** - We run an independent and confidential advice service providing support on a broad range of academic and non-academic issues.
- **Clubs, societies and projects** - We support Imperial students to set up and manage over 400 different interest groups facilitating connections between students and ensuring they feel a sense of belonging during their time at Imperial.
- **Student media** - Imperial students volunteer their time to a number of different media groups including the Felix newspaper and we provide training and support to ensure they get the most from their experience.
- **Events and venues** - We provide events and activities within our different spaces, offering students the chance to study together, socialise and make lasting friendships during their time at university.

Our staff team is made up of around 50 permanent staff and over 200 student staff who work across our services in part-time roles whilst they study. We are passionate about providing these employment opportunities to Imperial students, enabling them to support their studies and gain valuable employability and leadership skills.

OUR STRATEGY - 'BACK TO BASICS'

During the pandemic, we reflected on the inner workings of our organisation, trends within the higher education sector and the needs of our members. Working together and in consultation with Imperial students, we identified areas in which we need to improve in order to become a more effective organisation. We have made significant progress against these areas already and are incredibly excited about the opportunities our changes will bring for students.

The resulting 'Back to Basics' strategy guides our organisation in everything we do. We have the following mission statement:

To make a positive impact on the experiences and outcomes of all Imperial College students from all backgrounds

and a commitment to empowering each and every Imperial student to have the very best experience whilst they are with us.

Our strategy is underpinned by our **Theory of Change**:

1. Positive impact is delivered by a combination of service provision (doing things for students, or helping them do things for themselves), and advocating for students (representing their interests to others).
2. Providing services for students can be done via direct delivery (doing it ourselves), in partnership with another organisation (most often the College), or via third parties. The appropriate model will differ depending on the nature of the service and where competitive advantage lies.
3. Advocating for students can be done at both the individual and collective level, using a range of lobbying and campaigning techniques that both rely on a combination of student voice, student insight and student interest.
4. We must be a sustainable, effective and credible organisation in order to provide services and advocate for students' interests successfully. Legitimacy must be earned and will be a key driver for success in both areas of impact.

We have seven clear aims which guide all our activities and how we support Imperial students. Our aims are:

1. To improve the academic and educational experience of students
2. To support and enhance the wellbeing of students
3. To strengthen and help create active and inclusive student communities
4. To facilitate the personal and professional development of students
5. To empower students to change the world around them
6. To challenge and reduce inequalities affecting students
7. To enable students to have fun.

Alongside our strategy, we reflected on the challenges created by the pandemic to examine the sustainability of our funding model. We have worked in close partnership with Imperial College London to secure a new financial model for our organisation. Through a generous increase in our grant funding, we are now less reliant on our commercial ventures and can guarantee delivery of our core student-facing services in these volatile times. This represents an exciting step change for Imperial College Union and an opportunity for us to change the focus of what we do to be truly student-led.

OUR BOARD OF TRUSTEES

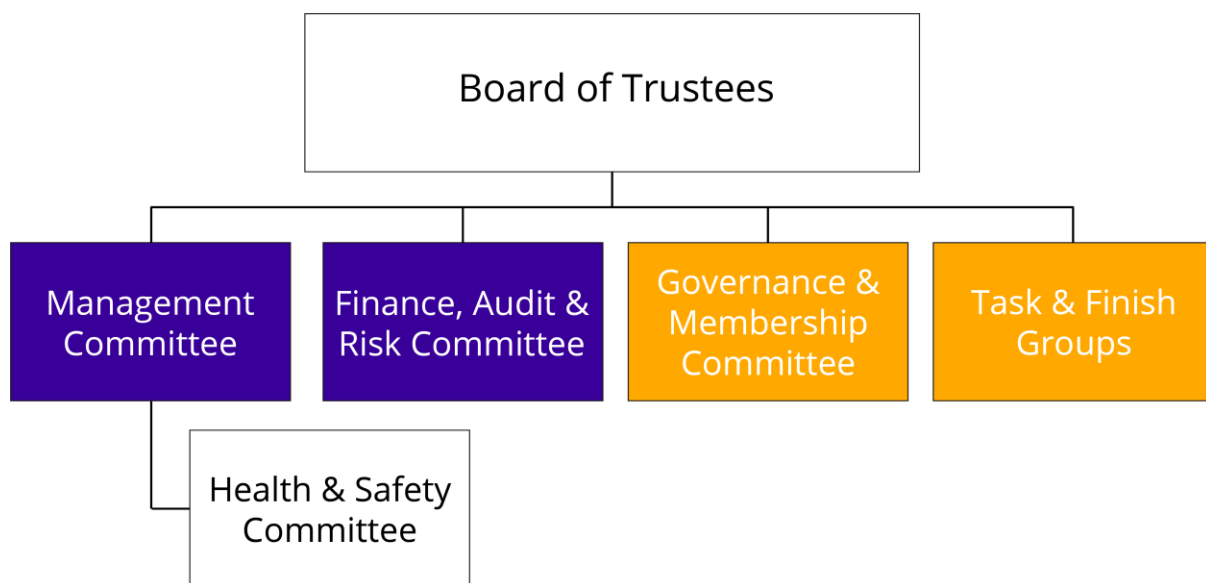
Our Board of Trustees is the most senior governing body at Imperial College Union. The Board is responsible for providing strategic direction to our charity, ensuring that we are meeting our charitable aims and working according to our mission, vision and values.

The Board is made up of 16 members:

- 5 x Officer Trustees of the Union (1 x Union President + 4 x Deputy Presidents)
- 4 x Student Trustees (2 x elected + 2 x appointed)
- 1 x Union Council Chair (elected annually in the Spring Leadership Elections)
- Up to 6 x External Trustees

In addition, the Senior Management Team of the Union attend all meetings of the Board as well as the Governance & Democracy Coordinator who is responsible for administration.

The Board meets six times a year. In addition, we have several subcommittees of the Board which our trustees are part of. These are shown in the diagram below. These committees meet on a quarterly basis and others annually and as required.



Keys

Blue = Standing Committee (meets regularly)

Yellow = Ad hoc (meets annually and then as required)

Finance, Audit and Risk Committee - responsible for financial controls, plans and reports, and risk management. This committee meets four times a year. Two student trustees attend.

Management Committee – consisting of the Officer Trustees and the Senior Management Team, management committee is responsible for approving operational policies and procedures related to the services and activities of the Union.

Governance & Membership Committee - advise on member and associate member complaints and discipline in accordance with the Bye-Laws. The administration of major elections is overseen by the Governance Committee in accordance with Bye-Laws.

The membership of our Board comprises a combination of current Imperial students who are democratically elected by the student body, students appointed to ensure the Board represents our diverse student body, and Lay (external) Trustees.

Lay Trustees are chosen based on their skills, experience and what value they can bring to the Board. Having a diverse mix of skills, experiences, backgrounds and industries among our lay trustees is crucial to running a highly effective Board.

Any new trustees that join us receive a comprehensive induction. This will help you to understand the full nature of Imperial College Union, how we operate and your role and responsibilities as trustee of our Board.

WHO ARE WE LOOKING FOR?

First and foremost, it's important to realise we're a values-based organisation, so we're looking for people who can stand with us and champion the areas that we believe in. We are a democratic organisation, meaning we are always listening, so we can understand views that might be different from our own. Nowhere does this work better than on our Board of Trustees!

We are interested in receiving applications from individuals keen to provide strategic direction to our organisation and work with us to ensure we develop and thrive in the future.

As a trustee you will focus on:

- Helping ensure that we comply with any charity law, rules and regulations governing our work
- Actively contributing to Board discussions to provide clear strategic direction for our charity
- Helping to promote the values and safeguard the reputation of Imperial College Union
- Working collaboratively with other trustees and our Managing Director to contribute to the effective and efficient operations of our organisation
- Ensuring our charity's governance is of the highest standard.

While not essential, we particularly welcome applications from individuals from communities currently under-represented on our Board, including People of Colour, those with disabilities and those with caring responsibilities.

THE ROLE

The role of the Board is to safeguard and promote the values and mission of Imperial College Union, to determine the strategy and structure of the Union, to ensure the Union operates in an effective, responsible and accountable manner and to ensure the effective functioning of the board. The responsibilities of trustees are outlined in [the essential trustee: what you need to know, what you need to do \(CC3\) - GOV.UK \(www.gov.uk\)](#).

Student Trustees bring current Imperial College student experiences to the Board and are appointed to provide as wide a cross-section of the student population as possible.

We are looking for people to join us who can help create the behaviours and embody the culture to fit our values. Our values aren't just a list of words in a strategic plan. They govern who we are, how we work and everything we do at Imperial College Union.

There is also a possibility that you will be appointed onto the [College Council](#), the governing body of Imperial College London, where you will be able to have a say on the running of the College.

Time Commitment:

The estimated time commitment is 4 hours per month. While there are six meetings over the course of a year, it is essential to come prepared for every meeting. Every meeting includes packets of meeting materials to review thoroughly and review in advance of the Board discussion. Should you be appointed as a member of the College Council, there will be an additional 6-8 hours' time commitment at least four times a year.

The meeting materials usually consist of proposed budgets, policy, and other reports. It is essential that Student Trustees are able to review these materials in advance of the scheduled board meeting, comprehend the key points, and formulate appropriate questions.

The position of Student Trustee is appointed for a period of one academic year, with the possibility of reappointment for a second and final year.

Remuneration:

The role of Trustee is unremunerated and completely voluntary, however, travel expenses directly incurred in the role as Trustee on official business can be reimbursed as per policy.

HOW TO APPLY

If you are up for the challenge and would like to apply for a position on our Board of Trustees, please submit:

- An up-to-date CV.
- Responses to the questions below, no more than 2 sides of A4 in total.
 - What are the three biggest challenges facing the Union over the next 3 years?
 - Choose one [Nolan Principle](#). How do you think it would be relevant to your role as a Trustee at the Union?
 - Should the Union reduce the price of food and drinks in FiveSixEight? What impact do you think this might have?

Please submit the above to icu.board@imperial.ac.uk.

The deadline for applications is 9am on Tuesday 16 May.

Interviews will be held between 2pm and 5pm on Monday 22 May.

If you would like to speak to someone about this role, please email icu.board@imperial.ac.uk.

We look forward to receiving your application!