

## About volunteering with SUSU:

The Trustee Board is responsible for the overseeing the work and governance of the Students' Union, and is made up of 4 of the 5 elected Sabbatical Officers, 4 elected student trustees, and 4 external trustees with particular areas of expertise. The Union is a limited company by guarantee that has the status of a charity (a "charitable company"), and the 12 members of Trustee Board are the directors of the company and trustees of the registered charity.

Eligibility for these roles is defined by the Articles and Charity Commission. To find out more, please email [representation@susu.org](mailto:representation@susu.org).

We provide full training at the beginning of the year as well as advice and support as you continue in your role. You will gain a wealth of experience through your voluntary role with SUSU, experience that you can use to improve your future employability while receiving recognition for the work you accomplish.

While volunteering with the Union as a Student Trustee, your role in this mission is described below.

## Main Purpose of Role:

- 1) Creating and implementing the Union's Strategy and related plans
- 2) To be an active member of the board and the Union
- 3) To ensure the Union is financially responsible in all areas

## Main Responsibilities of the Role

### Creating and implementing the Union's Strategy and related plans.

- *To work in partnership with the other trustees, the Chief Executive, senior staff and students to ensure that the Union has a clear strategic direction, vision and mission that meets the needs of its members*
- *Ensure that the Union acts in accordance with its charitable objectives, constitution and other guiding documents*

### To be an active member of the board and the Union.

- *Add value to the Board and the Union through generating ideas, and participating fully in Board meetings*
- *To act with integrity and avoid or declare any conflict of interest, at times you may handle information that is sensitive and you must keep confidential. As a Trustee, you have a legal responsibility and must respect that*
- *To be an active member of the Union in other ways, including taking an interest in the AGM, Union Senate and our elections*

## To ensure the Union is financially responsible in all areas.

- Ensure that the Union does not undertake activities that put its financial stability, members or reputation at undue risk.
- To approve annual budgets and large financial expenditure, ensuring it is the most prudent use of funds

## Where can you find guidance?

- Sabbatical Officer: [president@soton.ac.uk](mailto:president@soton.ac.uk)
- Representation Team: [representation@susu.org](mailto:representation@susu.org)

## How to nominate for the role:

In order to stand as a candidate, you will need to submit a short statement letting everyone know why they should vote for you. You don't need to have any previous experience so simply focus on what you will achieve if elected.

Log in to our website at [www.susu.org/elections](http://www.susu.org/elections) and fill out the nominations form. There is no need to create a new account, just use your University credentials.

For any queries about the election, please contact us at [representation@susu.org](mailto:representation@susu.org)

## Time Commitment and Expectations:

Trustee Board meets six times a year (every other month), with sub-committee meetings occurring at regular dates throughout the year. You will be able to attend pre-briefs and de-briefs of each board to help ensure you are fully confident with the subject matter. You will be actively encouraged to ask questions and participate as your input is important to the board.

If at any point you find that you are struggling to balance voluntary work with your studies, we understand that your degree must come first. Please, come and speak to us and we will always try our best to make things easier.

## Our Values

As an organisation, our values underpin our work and guide what we live by in order to achieve our mission:



### Stand Strong

We stand up for students and make sure their voice is heard.

We stand strong when facing challenges and are not afraid to be different. We think big and work to achieve great things.



### Join Together

We are an inclusive and diverse community of students and staff

We join together with each other, the University, and the local community to make a positive difference.



### Take Responsibility

We take action on the issues that matter to students and act with integrity.

We continually work to be more sustainable, challenge discrimination and prejudice. We strive to be a force for good for students and wider society.