

Trustee Role Description

1. Trustee Role Descriptions

1.1 Key responsibilities:

- a. Ensuring AberSU has a clear vision, mission and strategic direction and is focused on achieving these.
- b. Being responsible for the performance of AberSU and for its behaviour.
- c. Ensuring AberSU complies with all legal and regulatory requirements.
- d. Acting as guardians of AberSU assets, both tangible and intangible, taking due care over their security, deployment and proper application.
- e. Ensuring that AberSU's governance is of the highest possible standard.

1.2 Duties and tasks to fulfil these responsibilities

- a. While working in partnership with other Trustees, the Chief Executive Officer and other senior staff, Trustees must ensure that:
 - i. AberSU has a clear vision, mission and strategic plan that have been agreed by the Board of Trustees and that there is a common understanding of these by Trustees and staff;
 - ii. Operational and other plans support the vision, mission and strategic priorities;
 - iii. The Chief Executive Officer's annual and longer-term objectives and targets support the achievements of the vision, mission and strategic priorities;
 - iv. Trustee Board policies support the vision, mission and strategic priorities; and
 - v. There are effective mechanisms in place to:
 1. Listen to the views of current and future Members;
 2. Review the external environment for changes that might affect AUSU;
 3. Re-assess the need for AberSU and the services it does or could provide; and
 4. Review regularly its strategic plan and priorities.
- b. Being responsible, with the other Trustees, for the performance and behaviour of AberSU:
 - i. To agree the method for measuring objectively the progress of AberSU in relation to its vision, mission, strategic objectives/priorities, plans and annual targets and to regularly receive reports on the performance of AberSU;
 - ii. To ensure that the fundamental values and guiding principles of AberSU are articulated and reflected throughout the organisation;
 - iii. To ensure that the views of Members on the performance of AberSU are regularly gathered and considered by the Board;
 - iv. To appoint the Chief Executive Officer and setting their terms and conditions and to ensure that both the individual themselves and AberSU as a whole invest in their on-going profession development;
 - v. To receive regular reports from the Chief Executive Officer on progress towards agreed strategic priorities;
 - vi. To hold the Chief Executive Officer to account for the management and administration of AberSU;

- vii. To ensure that the Chief Executive Officer receives regular, constructive feedback on their performance in managing AberSU and in meeting their annual and longer term targets and objectives;
 - viii. To ensure that the Chief Executive Officer develops a learning organisation and that staff and volunteers review their own performance and regularly receive feedback; and
 - ix. To ensure that there are mechanisms for students, employees, volunteers and other individuals, groups or organisations to bring to the attention of the Trustees any activity that threatens the probity of AberSU.
- c. Ensuring that AberSU complies with all legal and regulatory requirements.
- i. To be aware of and to ensure AberSU complies with all legal, regulatory and statutory requirements.
 - ii. To maintain familiarity with the rules and documents that govern AberSU and to ensure that AberSU complies with its governing instruments and to review these regularly.
 - iii. To agree the levels of delegated authority to ensure that these are recorded in writing by means of minutes, terms of reference for Board committees and sub-committees, job descriptions for Trustees, key staff, volunteers etc. and to ensure that there are clear reporting procedures which are also recorded in writing and complied with.
 - iv. To ensure that the responsibilities delegated to the Chief Executive are clearly expressed and understood, and that directions given to them come from the Board of Trustees as a whole.
- d. Being guardians of all AberSU assets, both tangible and intangible, taking all due care over their security, deployment and proper applications.
- i. To ensure that AberSU has satisfactory control systems and procedures for holding in trust for the beneficiaries all monies, properties and other assets and to ensure that monies are invested to maximum benefit of AberSU, within the constraints of the law and ethical and other policies laid down by the Board of Trustees.
 - ii. To ensure that the major risks to which AberSU is exposed are reviewed annually and that systems have been tested for their robustness.
 - iii. To ensure that the income and property of AberSU is applied for the purposes set out in the governing document and for no other purpose and with complete fairness between persons who are properly qualified to benefit.
 - iv. To act reasonably, prudently and collectively in all matters relating to AberSU and always to act in the interests of AberSU.
 - v. To be accountable for the solvency and continuing effectiveness of AberSU and the preservation of its endowments.
 - vi. To exercise effective control of AberSU's financial affairs and to ensure that the way in which AberSU is administered is not open to abuse by unscrupulous associates, employees or volunteers; and that the systems of control are rigorous and constantly maintained through regular evaluation and improvement in the light of experience.
 - vii. To ensure that intangible assets such as organisational knowledge and expertise, intellectual property, AberSU's good name and reputation are properly valued, utilised and safeguarded.
 - viii. To ensure that all income due to AberSU is received and that all tax benefits are obtained and all rating relief due is claimed.
- e. Ensuring that AberSU's governance is of the highest possible standard:

- i. To ensure that AberSU has a governance structure that is appropriate to an organisation of its size, complexity, stage of development and its charitable objects and that enables the Trustees to fulfil their responsibilities.
- ii. To reflect annually on the Board of Trustees' performance and that of individual Trustees.
- iii. To ensure that the Board of Trustees has the skills required to govern AberSU well and has access to relevant external professional advice and expertise.
- iv. To ensure that there is a systematic, open and fair procedure for the election or recruitment of Trustees.
- v. To ensure that there are succession plans for the Trustees and the Chief Executive Officer where possible
- vi. To participate in individual and collective development and training of Trustees.
- vii. To abide by the code of conduct for Trustees.
- viii. To ensure that major decisions and Board policies are made by the Trustees acting collectively.

2. Period of Office

2.1 Officer Trustees

- a. Officer Trustees are elected by cross campus secret ballot held in the second semester.
- b. The various roles and responsibilities of Officer Trustees (as detailed in Schedule 2.2) may be shared by up to two individuals with the exception of being a Charity Trustee of which there can be only one. Both individuals will be asked to agree which one individual shall fulfil this role prior to their election.
- b. A one-year period of office (52 weeks) begins on 1st July and ends on 30th June. The post may commence earlier to allow for a period handover between the incoming and outgoing Trustees.
- c. The working week is a minimum of 36.5 hours with core hours being between 10.00am and 4.00pm which may be split between two individuals to a total of 1 FTE. However, to fulfil the requirements of the role, Officer Trustees may be required to work additional hours including in the evening and at weekends.
- d. Officer Trustees shall undertake not to accept any other employment, whether paid or unpaid, during the period of officer without the permission of the Board of Trustees.

2.2 External Trustees

- a. External Trustees are appointed for a period of up to four year.
- b. In the normal cycle of events an appointment will commence on 1st July in the year of the appointment and will terminate on 30th June at the end of their period of office.
- c. In the event of a disqualification, resignation or removal of a serving External Trustee, an appointment will be made in accordance with Clause 58 of the Constitution. The successful candidate will commence their term of office with immediate effect of the ratification by a Senedd Meeting or Annual General Meeting and their period of office will terminate on the 30th June in their fourth year of office.
- d. External Trustees can serve a maximum of two four-year periods of office which may be consecutive or non-consecutive.

2.3 Student Trustees

- a. Student Trustees are elected for up to a two-year term

- b. In the normal cycle of events an appointment for undergraduate Student Trustees will commence on the 1st July in the year of their appointment and will terminate on 30th June at the end of their period of office.
- c. In the normal cycle of events an appointment of a postgraduate student trustee will commence on 1st November in the year of their appointment and will terminate on 31st October at the end of their period of office.
- d. In the event of a disqualification, resignation or removal of serving Student Trustee an election will be held to elect a replacement, who will commence their term of office with immediate effect and their period of office will terminate 30th June in their second year of office.
- e. Student Trustees can serve a maximum of two two-year periods of office which may be consecutive or non-consecutive.

3. Reward

3.1 Officer Trustees

- a. Remuneration of Officer Trustees shall be decided by the Remuneration Committee as detailed in Schedule 1.3, Section 4). The current remuneration is at Full-time Officer Level on the AberSU pay scale.
- b. All benefits available to staff will be available to Officer Trustees.
- c. Reasonable legitimate expenses will be reimbursed following the appropriate financial procedures.
- d. Officer Trustees will be entitled to 20 days' annual leave pro rata in addition to leave on public holidays and general Aberystwyth University holidays for which AberSU is closed. This will be split accordingly where the role is shared by two individuals.

3.2 Student Trustees and External Trustees

- a. Only reasonable legitimate expenses will be reimbursed to Student and External Trustees providing that the appropriate financial procedures are followed.