ROLE DESCRIPTION

ROLE TITLE:	**EXTERNAL TRUSTEE**
RESPONSIBLE TO:	The Board of Trustees
SALARY:	Voluntary
HOURS:	At least 4 meetings a year plus other meetings and contact as required
DATE OF WRITING:	November 2020

PURPOSE OF ROLE

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

DUTIES AND RESPONSIBILITIES

While working in partnership with other Trustees, the Chief Executive and other senior staff, Trustees must ensure that:

- Undeb Aberystwyth 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;
- Operational and other plans support the vision, mission and strategic
- priorities;
- The Chief Executive's annual and longer term objectives and targets
- support the achievements of the vision, mission and strategic priorities;
- Trustee Board policies support the vision, mission and strategic priorities; and

- There are effective mechanisms in place to:
    - listen to the views of current and future Members;
    - review the external environment for changes that might affect AUSU;
    - re-assess the need for Undeb Aberystwyth and the services it does or could provide; and
    - review regularly its strategic plan and priorities.

Being responsible, with the other Trustees, for the performance and behaviour of Undeb Aberystwyth:

- To agree the method for measuring objectively the progress of Undeb Aberystwyth in relation to its vision, mission, strategic objectives/priorities, plans and annual targets and to regularly receive reports on the performance of Undeb Aberystwyth;
- To ensure that the fundamental values and guiding principles of Undeb Aberystwyth are articulated and reflected throughout the organisation;
- To ensure that the views of Members on the performance of Undeb Aberystwyth are regularly gathered and considered by the Board;
- To appoint the Chief Executive and setting their terms and conditions and to ensure that both the individual themselves and Undeb Aberystwyth as a whole invest in their on-going profession development;
- To receive regular reports from the Chief Executive on progress towards agreed strategic priorities;
- To hold the Chief Executive to account for the management and administration of Undeb Aberystwyth;
- To ensure that the Chief Executive receive regular, constructive feedback on their performance in managing. Undeb Aberystwyth and in meeting their annual and longer term targets and objectives;
- To ensure that the Chief Executive develops a learning organisation and that staff and volunteers review their own performance and regularly receive feedback;
- 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 Undeb Aberystwyth.

Ensuring that Undeb Aberystwyth complies with all legal and regulatory requirements.

- To be aware of and to ensure Undeb Aberystwyth complies with all legal, regulatory and statutory requirements.
- To maintain familiarity with the rules and documents that govern Undeb Aberystwyth and to ensure that Undeb Aberystwyth complies with its governing instruments and to review these regularly.
- 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.
- To ensure that the responsibilities delegated to the Chief Executive are clearly expressed and understood and directions given to them come from the Board of Trustees as a whole.
- Being guardians of all Undeb Aberystwyth assets, both tangible and intangible, taking all due care over their security, deployment and proper applications.

- To ensure that Undeb Aberystwyth 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 Undeb Aberystwyth, within the constraints of the law and ethical and other policies laid down by the Board of Trustees.
- To ensure that the major risks to which Undeb Aberystwyth is exposed are reviewed annually and that systems have been tested for their robustness.
- To ensure that the income and property of Undeb Aberystwyth 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.
- To act reasonably, prudently and collectively in all matters relating to Undeb Aberystwyth and always to act in the interests of Undeb Aberystwyth.
- To be accountable for the solvency and continuing effectiveness of Undeb Aberystwyth and the preservation of its endowments.
- To exercise effective control of Undeb Aberystwyth's financial affairs and to ensurethat the way in which Undeb Aberystwyth 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.
- To ensure that intangible assets such as organisational knowledge and expertise, intellectual property, Undeb Aberystwyth's good name and reputation are properly valued, utilised and safeguarded.
- To ensure that all income due to Undeb Aberystwyth is received and that all tax benefits are obtained and all rating relief due is claimed.

Ensuring that Undeb Aberystwyth's governance is of the highest possible standard:

- To ensure that Undeb Aberystwyth 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.
- To reflect annually on the Board of Trustees' performance and that of individual Trustees.
- To ensure that the Board of Trustees has the skills required to govern Undeb Aberystwyth well and has access to relevant external professional advice and expertise.
- To ensure that there is a systematic, open and fair procedure for the election or recruitment of trustees.
- To ensure that there are succession plans for the Trustees and the Chief Executive where possible
- To participate in individual and collective development and training of Trustees.
- To abide by the code of conduct for Trustees.
- To ensure that major decisions and Board policies are made by the Trustees acting collectively.

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5. Other Duties:

1. To attend meetings, conferences and training events that may support the effective
2. To positively promote and uphold the values and policies of Undeb Aberystwyth.

3. To be an advocate for Undeb Aberystwyth and our work, locally, regionally and nationally as opportunities arise.
4. To work within the terms of the governing documents of the Union, principally the Constitution.
5. To uphold reasonable expectations regarding health and safety, data protection and other relevant regulations and legislation as appropriate.

CHANGES TO ROLE DESCRIPTION

This job description may be subject to modification or amendment at any time following consultation with the post holder.

This job description is not intended to be an exhaustive list of tasks carried out by the post holder. It does, however, set out the main expectations of the Union in relation to the post holder's duties and responsibilities and the post holder may be expected to undertake alternative/additional work commensurate to the pay grade.

PERSON SPECIFICATION:

CRITERIA	Requirement	Application	Interview Day
ATTRIBUTES/SKILLS			
Able to empower and motivate others	Essential		√
Able to work with complex individuals, situations or organisations	Essential	√	
Able to create and maintain strong working relationships	Essential	√	√
The ability to work effectively in a team and own initiative	Essential	√	√
Able to overcome hurdles and problems in a constructive manner with a calm disposition especially under pressure	Essential	√	√
Understanding and commitment to promoting equality and diversity and inclusive practices	Essential	√	√
Commitment to upholding the Students' Union values	Essential	√	√
Ability to communicate through the medium of Welsh	Desirable	√	