



Student Trustee Recruitment Pack 2019



Kensington Gore
London
SW7 2EU

Tel: 020 7590 4212

Email: toks.ferguson@rca.ac.uk

Dear RCA student,

Thank you for your interest in becoming a Trustee of Royal College of Art Students' Union (RCASU). We are a dynamic charity with a bright future and are always looking for ways to improve and to serve our members - the students of the RCA.

A strong and active Board of Trustees is essential for us as we endeavour to build on our successes and continue to move forward. We have three vacancies for members to provide a current student perspective to the Board to ensure that everything we do is led by students and is in the best interests of students.

Our current vision is that every student will have an excellent student experience at the RCA. Our mission is to enrich the student experience through opportunities, support, influence and action. We have achieved a lot but there is more we aspire to. Alongside this, we are undertaking a full democratic review, a governance review and aim to complete the NUS Quality Students' Union award. As you can see, we are ambitious and want to have a real impact for our members and to ensure that students are at the heart of the organisation.

This pack should provide you with everything that you need to support your application; it contains:

- Role description and person specification
- Governance and Management arrangements
- Organisational Structure
- Application Form
- Student Trustee declaration Form
- Equal Opportunities Monitoring form

We look forward to receiving your application.

Yours Faithfully

Benji/Jazbo/Whiskey
Co – Presidents
2017 - 2019

Toks Ferguson
Head of Union and Finance



Student Trustee Role Description

Purpose

The Trustees are ultimately responsible, individually and collectively, for all activity within RCASU.

The Board of Trustees is responsible for:

- setting the vision and values of the organisation;
- ensuring the delivery of organisational purpose;
- the development and agreement of a long-term strategy;
- approving and monitoring plans to deliver the strategy;
- providing support to the Head of Union and Finance.

Key responsibilities

All Trustees have a duty to:

- ensure that the RCASU acts in accordance with its charitable objects and governing documents;
- ensure that RCASU remains true to its Mission, Vision and Values;
- help RACSU achieve its objectives and benefits the members;
- ensure that the RCASU complies with all relevant legislation and regulations;
- ensure that the RCASU does not undertake activities that put its financial stability, members or reputation at undue risk;
- work with other Trustees and staff in a constructive manner;
- participate fully in Board meetings;
- use their personal skills and experience to ensure the RCASU is well run and efficient;
- seek professional external advice where there may be a risk to the Union or where the Trustees may be in breach of their duties;
- add value to the Board and the Union through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity.

Person Specification – Student Trustee

	Essential	Desirable
Status		
A current student of THE Royal College of Art and registered on a course for the 2019 / 2020 academic year	X	
Knowledge		
A good understanding of the issues affecting students at the RCA.	X	
Awareness of the current issues affecting Higher Education.		X
An awareness of good charity governance and an understanding of the Nolan Principles.		X
Skills		
The ability to constructively question ideas.	X	
The ability to value and appreciate different perspectives and opinions.	X	
The ability to think strategically and make informed decisions.	X	
The ability to communicate effectively with people at all levels.	X	
Values		
An individual who is committed to equality, diversity and inclusion who actively seeks to remove barriers to equality.	X	
A role model who consistently demonstrates honesty and integrity.	X	

The post of Student Trustee is voluntary and unpaid.

Equality of Opportunity

The RCASU is committed to the principles of equality of opportunity and will endeavour to meet the needs of any candidate who fulfils the requirements of the person specification.

Expenses

All out-of-pocket expenses will be refunded. This will include reimbursement of travel costs to all meetings, and other reasonable costs incurred whilst carrying out the duties of being an RCASU Trustee.

Term of Office

The term of office is up to 2 years and will end automatically once you cease to be a registered student at the RCA. You can step down from this position during your term if necessary.

Expected Time Commitment

The time commitment for this post is expected to be approximately 8 days a year plus preparation time. This includes attendance at all Board of Trustee meetings (1/2 day each, 4-6 a year, including attendance at the annual trustee training event (1 day a year).

It is anticipated that Student Trustees will also join one of the three subcommittees who meet at least twice a year for at least two hours and will be available on email as required between meetings.

Training and Development

The RCASU will provide an opportunity to meet elected officers and staff of the Union.

The RCASU will also support and fund other relevant training that will benefit Trustees in their role.

Governance and Management

The Trustees

The governance of the Union is provided by the Trustees of the RCASU who are the three sabbatical officers, four external trustees and up to three student trustees.

The sabbatical officers are elected each year by and from the student membership of RCASU. The sabbatical officers take a year out of their studies (or immediately after graduating) to serve as a trustee; they can stand for re-election for a second year if they choose, but can serve for no more than two years. Unlike the trustees of most registered charities, the sabbatical officers are paid a wage as an employee.

The three student trustees have all the responsibilities of being a trustee, but are still studying and fulfil their duties on a 'part-time' and voluntary basis. They apply to the Board for the position and their appointment is ratified by Student Council.

The four external trustees are recruited for their skills, knowledge and experience in order to support and guide the other trustees. We aim to have a balance of skills to ensure that the Board has some level of expertise in all relevant areas.

Chair

The Chair of the Board of Trustees is currently one of the external trustees. He is responsible for chairing meetings of the Board, and acting as an ambassador of the Union to external stakeholders and the wider public. One of the other External Trustees takes the position of Vice - chair of the Board to support the Chair in this role.

Meeting arrangements

The Board of Trustees currently meets at least six times per annum. The meetings take place at the Kensington Campus and take approximately 2 hours.

The Board is supported by three subcommittees which are all chaired by External Trustees; the Finance Committee which meets at least 6 times a year has delegated responsibility for overseeing and scrutinising all aspects of the RCASU's finances; the Risk and Control Committee which will meet at least annually and the Remuneration Committee which meets at least twice a year. It is a requirement that Student Trustees will sit on at least one of the sub-committees.

Further Information and Questions

For an informal conversation, further information or any questions about this opportunity, please contact any of the Co-Presidents (Benji Jeffrey, Jazbo Gross or Whiskey Chow on 020 7590 4211 or Toks Ferguson, Head of Union and Finance, on 0270 7590 4212.

Applications

To apply please submit a completed application form which can be found in this pack.

Candidates are also required to read and sign the Trustee Declaration and we would be grateful if you would complete the Equal Opportunities Monitoring Form.

Applications can be sent by email to **toks.ferguson@rca.ac.uk**

REASONS FOR APPLYING

Please tell us why you are interested in becoming a Trustee of Solent Students' Union and how you fulfil the person specification. You can include skills and experience you have gained as a student or through previous paid or voluntary roles. Please do continue on a separate page if necessary.





Student Trustee Declaration

Course at the RCA	Year of Study	Student Number
<p>Eligibility to be a Trustee?</p> <p>You are not allowed to be a trustee if you:</p> <ul style="list-style-type: none"> • Are under 16 years of age. • Have been convicted at any time of any offence involving deception or dishonesty, unless the conviction is legally regarded as spent. • Are an un-discharged bankrupt. • Have made compositions with your creditors and have not been discharged. • Have at any time been removed by the Commissioners or by the court in England, Wales or Scotland from being a trustee because of misconduct. • Are disqualified from being a company director • Have failed to make payments under the county court administrator's orders. <p>If you are in any doubt about your eligibility to act as a trustee you should either seek your own legal advice or contact the Charity Commissioners</p>		
I confirm that I am eligible to be a charity trustee (Please delete as appropriate)		YES / NO
<p>Criminal Convictions and Disclosure Barring Service Checks</p> <p>This post is covered by the Rehabilitation of Offenders Act 1974. This means you must provide details of only those criminal convictions that are not 'spent' under the terms of the Act. You may wish to contact the Probation Service about whether any convictions are regarded as spent before signing the declaration. This information will be kept in confidence and will be discussed with short listed applicants at the interview, only if the conviction is considered relevant to the post.</p> <p>Some post within the Students' Union will require post holders to undertake a Disclosure Barring Service check. Please note criminal record or conviction is not necessarily a barrier to trusteeship with the students' union</p>		
Do you have any un-spent criminal convictions (Please delete as appropriate)		YES / NO
If successful, do you consent to have a Disclosure Barring Service enquiry? (Please delete as appropriate)		YES / NO
I declare that the information given on this form is correct to the best of my knowledge and acknowledge that by signing this form I give my consent to sensitive personal information being recorded and stored.		
Signed		Date

GENERAL DETAILS

Are you currently eligible to work in the United Kingdom?	YES	NO*
Do you currently have an application for a visa/entry clearance with the UK Border?	YES	NO*
Have you previously applied for employment with the Union?	YES	NO*
If yes, please give details of post(s) and date(s): _____		
Are you related to a member of the Union Staff?	YES	NO*
If yes, please state who and nature of relationship: _____		
Where did you see the position advertised? _____		
Please delete as appropriate*		

DATA PRIVACY

I understand that my data will be processed by the Union in accordance with the requirements of the Data Protection Act 1998. It will be used for administrative purposes to communicate with you, to consider your application for the role and analysis for management information, statutory returns and provide anonymous equal opportunities monitoring. This information will be held securely for at least 6 months.

DECLARATION

To the best of my knowledge and belief, the information contained in this form is accurate. I understand that giving false information, or failure to supply details, will invalidate an appointment to the position of Student Trustee and may lead to the termination of that appointment.

Signature _____ Date _____

RETURNING APPLICATION FORM

Email: toks.ferguson@rca.ac.uk

Or Post to:

Royal College of Art Students' Union
Kensington Gore
London
SW7 2EU



EQUAL OPPORTUNITIES MONITORING FORM

CONFIDENTIAL

The completion of this form is not compulsory.

STATEMENT

In accordance with its policy on equal opportunities in employment, the RCASU will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability or pregnancy and maternity.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this form. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from you application form, stored separately and used only to provide statistics for monitoring purposes. Thank you for your assistance.

PERSONAL DETAILS			
First Name		Surname	
Date of Birth		Age	

GENDER			
Male		Female	
Other - <i>Please specify:</i> _____		Prefer not to disclose	

MARITAL STATUS			
Single		Married	
Divorced		Other - <i>Please specify:</i> _____	

SEXUALITY			
How would you describe your sexual orientation?			
Bi-sexual		Gay	
Heterosexual / Straight		Lesbian	
Other		Prefer not to disclose	

ETHNIC ORIGIN			
How would you describe your ethnic origin			
White		Black or black British	
A British		M Caribbean	
B Irish		N African	
C Any other white background		P Any other black background	
Mixed		Other ethnic groups	
D White and black Caribbean		R Chinese	
E White and black African		S Other ethnic groups - <i>Please specify:</i>	
F White Asian		_____	

G Any other mixed background		Z Not stated	
Asian or Asian British			
H Indian			
J Pakistani			
K Bangladeshi			
L Other Asian background			

RELIGION OR BELIEF			
How would you describe your religion or belief?			
Christian		Buddhist	
Hindu		Jewish	
Muslim		Sikh	
None		Prefer not to say	
Other - <i>Please specify:</i>			

DISABILITY			
Disability is defined by the Disability Discrimination Act as: A physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. The disability could be physical, sensory or mental and must be expected to last at least 12 months.			
Are you a disabled person as defined by the Disability Discrimination Act?			
Yes		No	
If yes, please tick below			
Declared disabled		Information refused	
Deaf or serious hearing impairment		Blind or serious visual impairment	
Physical impairment or mobility issues		Cognitive impairment (e.g. Autistic Spectrum Disorder)	
Long standing illness or health condition (e.g. Diabetes, Cancer)		Specific learning disability (e.g. Dyslexia)	
General learning disability (e.g. Downs Syndrome)		Mental health conditions (e.g. Depression)	
Other type of disability <i>Please specify:</i>			

Thank you for taking the time to fill in this form. Please return it with your application.