**JOIN US.**

**WE’RE RECRUITING**

**2 x STUDENT TRUSTEES!**

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**Joining the Union’s Board of Trustees is an exciting and rewarding opportunity to work with external trustees, other student trustees and elected officers to make a positive difference to the Imperial student experience through its Students’ Union. The ICU Board of Trustees is the governing body of the Union which oversees 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. Our 2021-23 Strategic Plan was called ‘Back to Basics’ for good reason: post-pandemic, the Union needed to spend at least two years refocusing on the fundamentals of what makes a students’ union so important. ‘Back to Basics’ was designed to guide the students’ union as a charity to become a highly effective, impactful and sustainable organisation. In July 2023, as our three-year strategy was coming to an end, our Board of Trustees approved a new five-year strategy entitled ‘High Performing Students’ Union’. As the university grows and the Imperial student body evolves, I am confident that our new strategy will have a transformative impact on the student experience at Imperial.

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, 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,

Camille Boutrolle (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 380 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 NEW STRATEGY - A ‘HIGH PERFORMING STUDENTS’ UNION’**

Like all organisations, in 2021-23 our focus was on responding to the challenges created by and emerging from the pandemic. We also used this time to reflect on the inner workings of our organisation, trends within the higher education sector and the needs of our members.

Following this, our Board of Trustees commissioned a Task and Finish Group (comprised of external, student and Officer Trustees and senior Union staff), to develop our next strategic plan. The finalised strategy – High Performing Students’ Union - takes into account the following context: -

* The University has recently defined its vision for the next 20 years, with which the Union needs to be coherent
* The University continues to expand their international and postgraduate student intake
* The University is also developing and shaping a new campus experience at White City
* The Union will need to interact with a new political climate following a General Election

Our new strategy comes with a new mission statement:

*To be a high-performing Students’ Union run by and for students, with exceptional services and people, which positively transforms the lives of all Imperial College Students.*

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 **values**:

1. We act with **integrity.** We should be open and transparent with each other.
2. We are **inclusive** in everything we do. We should foster a sense of understanding and mutual respect amongst the whole student body.
3. We are **innovative** in our approach. We should be bold and forward thinking.

And we’ve broken down our strategy into three high level goals: -

**Goal 1: Effective Advocacy and Influence**

We must ensure meaningful collaboration with the College that clearly acknowledges students as partners in their education and wider, holistic student experience. The Union must be the trusted voice of all Imperial students, and therefore needs to be representative of the student body, have expertise in student views and student experience, and be effective at channelling student input into meaningful change.

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| Goal | Themes |
| **To be an effective influence and advocate for all students** | Developing a representation framework that enable effective advocacy on education, community, liberation, and customer/user service issues for all students at Imperial. |
| Facilitating effective faculty-level and campus-level representation to support transformational student experience across the whole of the University |
| Empowering all representatives from across the entire institution to make positive changes in their roles both locally, at a University level, and wider. |
| Representing students and supporting elected student leaders to make positive changes to academic policies and practices across the institution, including assessment and feedback and workload. |
| Delivering a high impact and coherent research programme positioning the Union as experts on Imperial students, and the student experience more generally. |
| Developing a policy strategy that focuses policy objectives to create change and shape the agenda in the University, London, nationally, and globally. |
| Empowering student-led campaigns to deliver on their objectives. |
| Ensuring there is better advocacy for postgraduate and international communities, as well as any other communities which are currently under-represented. |

**Goal 2: Healthy and happy students**

Students face a wide range of wellbeing challenges during their time at Imperial, and it is crucial that the Union plays a role supporting them to tackle these. Physical and mental health, private housing and student accommodation, and the high basic cost of living associated with London are all areas where we should have a positive impact on the lives of Imperial students.

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| Goal | Themes |
| **To support and enhance the wellbeing of students and their overall sense of belonging** | Ensuring the Union and University take a holistic and institutional approach to wellbeing to foster belonging. |
| Supporting and advocating for students on a case-by-case basis for financial, housing, welfare, and legal casework through our Advice Service and acting as signpost to other support services within the College and wider community. |
| Enabling students to participate in sport and physical activity. |
| Ensuring there is support for marginalised and low participation groups, especially postgraduate and international students. |

**Goal 3: Fun and Inclusive Communities**

A key element of a positive student experience at Imperial involves building relationships and connections with other students and staff around shared interests, experiences, and identities. Our spaces, services and activities should support students to come together, and we should be clear and proactive in our approach to ensuring they do so in an inclusive manner.

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| Goal | Themes |
| **To strengthen and help create fun and inclusive student communities** | Empowering excellent clubs and societies to offer great experiences for members and high-level support for those that lead them. |
| Delivering fun and inclusive events, venues, and spaces. |
| Ensuring students develop academic-related communities through their departmental societies, faculty-level committees, and associated student groups. |
| Lobbying the University to provide appropriate academic, faith-based, and social spaces for students across every campus. |
| Supporting students in their transition to Imperial from school or further education, and to engage fully in their experience regardless of their background. |
| Enabling students to engage in social and extra-curricular activities outside of academic study. |
| Removing barriers to participation for postgraduate, international, carers, and other groups under-represented in clubs, societies, and projects. |

**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 & Executive Manager who is responsible for administration.

The Board meets five 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 virtually, some on a quarterly basis and others annually and as required.

Keys

Blue = Standing Committee (meets regularly)

Green = 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 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.

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.

Time Commitment:

A couple of days a month is about right when you add everything up. Make sure you can commit. While there are five meetings over the course of a year, it is essential to come prepared for every meeting. Every meeting includes packets of meeting materials to read thoroughly and review in advance of the Board discussion.

These 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 via email to [icu.board@imperial.ac.uk](mailto:icu.board@imperial.ac.uk):

* 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](https://www.gov.uk/government/publications/the-7-principles-of-public-life). 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 568? What impact do you think this might have?

The deadline for applications is 9am on Wednesday 24 April.

Interviews will be held between 10:30am and 5pm on Monday 13 May.

We look forward to receiving your application!