



# **YORK ST JOHN STUDENTS' UNION**

## **BYELAW (9) TRUSTEES OF THE UNION**

*A Byelaw setting out the roles of Trustee Board officers.*

Promulgated: 01 July 2021  
Last Reviewed: 22 June 2021

## **Byelaw (9) Trustees of the Union**

### **1. The Trustee Board**

- 1.1. The role, responsibilities, and remit of the Trustee Board is set out in the [Articles of Association](#).
- 1.2. When joining the Trustee Board, new Trustees shall agree to a Trustee Charter maintained by the Trustee Board which shall outline the Trustees' individual and collective responsibilities, expectations, and the support available in their role.

### **2. The Chair and Deputy Chair**

#### *Collective Responsibility*

- 2.1. The Chair and Deputy Chair of the Trustee Board shall lead the Trustee Board and hold the Chief Executive Officer (on behalf of the Trustee Board) to account for the Students' Union's mission, vision, and values, providing inclusive leadership to the Trustee Board, and ensuring that each Trustee fulfils their duties and responsibilities for the effective governance of the Students' Union.
- 2.2. The Chair and Deputy Chair shall
  - (a) ensure that the Trustee Board functions as a unit and works closely with the Students' Union to achieve its charitable aims and purpose;
  - (b) support, and, where appropriate, challenge the Chief Executive Officer to ensure that the Students' Union can achieve its agreed objectives;
  - (c) ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Students' Union, providing relevant support where necessary;
  - (d) hold the Chief Executive Officer to account to ensure decisions taken at meetings are implemented;
  - (e) encourage positive change, and, where appropriate, address and resolve any conflicts within the Trustee Board;
  - (f) ensure that the Trustee Board can regularly review major risks and associated opportunities, satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate risks;
  - (g) conduct an annual appraisal and remuneration review for the Chief Executive Officer in consultation with other Trustees;
  - (h) ensure that the Chief Executive Officer has the opportunity for professional development and has appropriate external professional support; and,
  - (i) lead the recruitment process for the Chief Executive Office position.

#### *The Chair*

- 2.3. The Chair of the Trustee Board is the President of the Students' Union, and the Chair will be supported in their role by the Chief Executive Officer and Clerk to the Board.
- 2.4. The Chair shall be responsible for
  - (a) chairing meetings of the Trustee Board effectively and efficiently, bringing impartiality and objectivity to the decision-making process;
  - (b) working closely with the Chief Executive Officer to give direction to Trustee Board policymaking, and ensuring that meetings are well planned, meaningful, and that they reflect the responsibilities of the Trustees;
  - (c) being the principal liaison and face of the Trustee Board to all stakeholders, including students, the University, and external partners; and,
  - (d) acting as a spokesperson for the organisation when appropriate.

*The Deputy Chair*

- 2.5. The Deputy Chair of the Trustee Board shall be an External Trustee elected by the Trustee Board for an annual term.
- 2.6. The Deputy Chair is responsible for
- (a) deputising for the Chair as and when required;
  - (b) supporting the Chair to fulfil the requirements of the role;
  - (c) acting as a support contact for the Chair;
  - (d) ensuring regular contact with the Chief Executive Officer to develop and maintain an open and supportive relationship; and,
  - (e) aiding the Trustees in their personal and professional development, and the development of the Trustee Board as a whole.

**3. Clerk to the Board**

- 3.1. The Trustee Board shall appoint an individual, ordinarily an employee of the Students' Union, to act as Clerk to the Board.
- 3.2. The Clerk to the Board is responsible for
- (a) preparing, alongside the Chief Executive Officer and other employees, Officers, and Trustees, the papers for meetings of the Trustee Board and its committees;
  - (b) minuting meetings of the Trustee Board and its committees, including decisions taken by correspondence;
  - (c) maintaining records of Trustee Board and committee meetings; and,
  - (d) assisting the Chief Executive Officer in the organisation of meetings and communication with Trustees.