



YORK ST JOHN STUDENTS' UNION

ROLE DESCRIPTION

Position: Trustee

Responsible to: Chair of Board of Trustees

Purpose of Role: To be responsible for the overall running and management of the Students' Union and overseeing all the major decisions on behalf of the Students' Union. To set out and oversee the strategic direction of the Students' Union, ensuring that it is well managed and meeting its objectives. Trustees are also responsible for the financial security and transparency of the Students' Union.

Key Responsibilities

1. To ensure that the Union complies with its governing document, charity law, company law and any other relevant legislation or regulations.
2. To ensure that the Union pursues its objects as defined in the Articles of Association.
3. To ensure the Union uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
4. To contribute actively to the board of trustees' role in giving firm strategic direction to the Union, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
5. To safeguard the good name and values of the Union.
6. To ensure the effective and efficient administration of the Union.
7. To ensure the financial stability of the Union.
8. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
9. To appoint the CEO and monitor his/her performance
10. In addition to the above duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:
 - Scrutinising board papers
 - Leading discussions
 - Focusing on key issues
 - Providing guidance on new initiatives
 - Other issues in which the trustee has special expertise