



**Liverpool Hope Students' Union**

**A Guide for Prospective Trustees**

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## Contents

|                                      |    |
|--------------------------------------|----|
| Welcome to Hope                      | 3  |
| About Liverpool Hope Students' Union | 4  |
| Being an External Trustee            | 5  |
| Role Specification                   | 6  |
| Selection Process                    | 7  |
| How to Apply                         | 8  |
| Recruitment Timetable                | 9  |
| Other Useful Information             | 9  |
| Contact Details                      | 10 |

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## **Welcome to Hope**

As President and Chair of Trustee Board at Liverpool Hope Students Union, I'd like to thank you for downloading the applicant pack and welcome you to Liverpool Hope SU. I am very excited to present this opportunity to you and I'm sure you will see as you read through the rest of this pack what a unique opportunity this is to be a Trustee in a member led organisation.

As a Union we have made significant steps forward over the past few years and this is a hugely exciting time for us as we continue on our journey of development and progression. We are currently undergoing the development of a new strategic plan, consulting with our members to identify what they want and need from their Union to help shape our goals.

Just over 7 years ago our Union underwent a fundamental restructure in which we went, almost literally, back to a blank piece of paper. We took new and pioneering ideas both of our own and from across the sector to create a Union which is responsive to the needs of our students today. We have, as a result, seen an explosion in engagement in our forums, elections, clubs, societies and sports teams and a new vitality arise at Hope.

Last year we were recognised by the National Union of Students receiving a *Good rating* in our Quality Students Union report and in 2018 the NSS ranked Liverpool Hope Students' Union as the 2<sup>nd</sup> best Students' Union in the North West, with 65% of students saying they felt the Students' Union effectively representing students' academic interests.

But what does this mean to you? As a prospective applicant for an external trustee position, you are considering an opportunity to help mould and develop a Union as it takes its first steps in a new strategic vision. You are also accepting the challenge of helping us exceed legal compliance and governance.

Our Trustee Board is the governing body of the Union whose decisions are reported to the Annual General Meeting and so we need Trustees who have the skills, experience and passion to enable our vision to be realised. I hope that if you are interested in students' rights and protecting student democracy you will apply to join our Board of Trustees.

I look forward to receiving your application very soon.

**Feidhelm Doolin**  
**Chair of the Trustee Board and President**

## About Liverpool Hope Students' Union

Our Vision: *Ensuring the best student experience; inspiring success and positive change.*

By, for and of the students – there is no better way to encapsulate our purpose. We are a membership led organisation driven by our core values:



### Representation

Our students can represent themselves, and their needs and concerns, through our flourishing Forum system, Course Representative programme and directly to their Sabbatical Officers. Our Sabbatical Officers use this feedback to direct their campaigning and lobbying to the University, Local Community, Government and NUS.

### Advice

Through our Advice Service, we provide advice and signposting as well as advocacy for students facing University Academic and Disciplinary Appeals, and a wide variety of other issues.

### Opportunities

We provide a wealth of opportunities for students to enjoy their time at Hope, gain new friends and skills, and to boost their employment prospects through leadership and volunteering. We have a vital and active Athletics Union and over 45 Clubs and Societies from Drama and Music to Basketball and LGBT+.

But we could be doing so much more. External Trustees bring crucial insight and expertise to ensure we have the structure and strategy to always do better for our members.

## Being an External Trustee

Liverpool Hope Students' Union is a democratic student-led organisation with the ultimate decision making power being vested through the Annual General Meeting of Members, which is the sovereign body. The Trustee Board is the governing body of the Union whose decisions are reported to the Annual General Meeting for the approval of students.

Being a Trustee at this Students' Union is an incredibly rewarding experience, but also one which comes with significant responsibility. Trustees are expected to be aware of and act in accordance with charity law, and holding office as a trustee makes you personally responsible for ensuring the students' union's actions are lawful and not financially reckless.



As a democratic Union, all decisions in regard to Liverpool Hope Students' Union are made by members at our Forums and AGMs. It is therefore incredibly important that we have trustees who are passionate about student politics and protecting student democracy. Students are at the heart of everything we do and it is vital that we allow them to have a strong effective voice within their Union and organisation.

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## **Role Specification**

|                        |  |
|------------------------|--|
| <b>Role:</b>           | External Trustee   |
| <b>Responsible to:</b> | Trustee Board Chair  |
| <b>Role Purpose:</b>   | To ensure the financial and legal compliance of the union, create clear strategy and an operational structure which facilitates the objects of the constitution and political will of members. |

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*Trustees are essential to the wellbeing and effectiveness of Liverpool Hope Students' Union. Trustees are responsible for ensuring that an organisation has a clear strategy, that it remains true to its original vision, and that it complies with all necessary rules and legal obligations.*

## **The main legal responsibilities of a trustee**

- To ensure that Liverpool Hope Students' Union is carrying out its purposes for the public benefit
- To comply with Liverpool Hope Students' Union's governing document and the law
- Act in Liverpool Hope Students' Unions best interests
- Manage Liverpool Hope Students' Union's resources responsibly
- Act with reasonable care and skill
- Ensure Liverpool Hope Students' Union is accountable

For more information about the key duties of all trustees of charities in England and Wales, and what trustees need to do to carry out these duties competently, [please click here](#).

## **Duties of a trustee**

1. To ensure that Liverpool Hope Students' Union complies with its governing document, charity law, company law and any other relevant legislation or regulations
2. To ensure that Liverpool Hope Students' Union pursues its objects as defined in its Constitution
3. To ensure Liverpool Hope Students' Union uses its resources exclusively and appropriately in pursuance of its objects: the Union 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 Liverpool Hope Students' Union, defining goals and setting targets and evaluating performance against agreed targets
5. To safeguard the good name and values of Liverpool Hope Students' Union
6. To ensure the effective and efficient administration of Liverpool Hope Students' Union

7. To ensure the financial stability of Liverpool Hope Students' Union
8. To protect and manage the property of Liverpool Hope Students' Union and to ensure the proper investment of its funds
9. Appoint the General Manager and support them in setting their own targets and objectives; to monitor their performance against these targets

### **Other duties**

In addition to the above legal responsibilities, 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
- Chairing or sitting on a relevant sub committee
- Performance Management of General Manager
- Other issues in which the trustee has special expertise

### **Skills and experience**

The core skills expected of all trustees are:

1. Commitment to the Students' Union's aim and values.
2. Willingness and ability to devote the necessary time and effort.
3. Strategic vision.
4. Able to exercise and take decisions with independent care and judgement.
5. Ability to think creatively.
6. Willingness to speak their mind.
7. Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
8. Ability to work effectively as a member of a team.
9. A commitment to displaying Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### **Statutory Restrictions**

Being a Trustee is an important role and some people are disqualified by law from acting as a charity trustee. This includes:

- Those who are under 18 years old
- Those who are disqualified as a company director
- Those who have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- Those who are an undischarged bankrupt (or subject to sequestration in Scotland), or have current composition or arrangement including an individual voluntary agreement with your creditors

- Those who have been removed as a trustee of any charity by the Commission (or the court) because of misconduct or mismanagement.

From 1 August 2018, new disqualification reasons were added: these include being on the sex offenders' register, unspent convictions for a wider range of offences including bribery and money laundering, or disobeying a direction of the Commission. The [guidance](#) explains the changes in more detail.

As part of the recruitment process, we will ask you to sign a declaration that you are legally entitled to become a trustee.

### **Commitment**

The Trustee Board meets approximately 5 times per year, usually on a Tuesday or Wednesday between 5pm-7pm; you will need to read all the papers in advance. You may also be invited to sit on one of our Sub-Committees (HR or Finance & Audit) which meet approximately 4 times a year for one hour, usually immediately before a Trustee Board meeting. The term of office for a student trustee is one year.

### **Support**

We are committed to ensuring that our trustees are able to carry out their duties to a high standard. Therefore, we provide a full training and induction session for all new trustees.

### **Remuneration**

Charity Trustees may not be paid for their work as a trustee. However, you are entitled to be reimbursed for reasonable expenses incurred during your duties as a trustee, in line with Liverpool Hope Students' Union's financial procedures, e.g. travel costs.

### **Selection Process**

All received applications to become an External Trustee will be passed to a selection panel made up of the President of the Union and Chair of the Trustees, another Trustee and the General Manager, who will sift applications and, if necessary, conduct short interviews with candidates. Candidates will then be recommended to Liverpool Hope Students' Union Executive Council who will appoint an external trustee by a simple majority vote as stated in section 48 of the Constitution.

We will be looking for the following competencies (in no particular order) in assessing applications to be an External Trustee:

- Organisational management or experience of governance (e.g. by having been a trustee of another organisation)
- Performance Management
- General business activities and income generation
- Human resources or organisational development
- Higher Education and Students' Unions in particular
- Strategic planning



- Legal knowledge or company/Charity Law
- Charity Finance

To find out more about the role of a trustee, and some of the benefits involved, or about Liverpool Hope Students' Union, you may like to have a look at the websites below:

[www.getonboard.org.uk](http://www.getonboard.org.uk)

[www.charitycommission.gov.uk/publications/cc3.asp](http://www.charitycommission.gov.uk/publications/cc3.asp)

<https://www.hopesu.com/main-menu/your-su/how-we-re-run/our-constitution>

<https://www.hopesu.com/main-menu/your-su/how-we-re-run/our-strategic-plan>

<http://apps.charitycommission.gov.uk/Accounts/Ends87/0001150387 AC 20170731 E C.pdf>

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## **How to apply**

### **Important advice on completing your application**

The decision to invite you for interview is based entirely on the information you give in your application.

You should read the Trustee Role Description carefully as this information will help you to decide if you wish to apply for the position of an external trustee.

### **Required Documents**

Your application for the External Trustee Role should be made up of:

- A completed CV
- A completed application form
- An Equal Opportunities Monitoring Form
- Details of 2 Referees

### **Sending Applications**

Applications should be emailed to Ruth Dalton – [unionmanager@hope.ac.uk](mailto:unionmanager@hope.ac.uk) with “[Your Name] – External Trustee Application” in the subject field.

If necessary, post applications to:

Ruth Dalton  
Liverpool Hope Students’ Union  
Hope Park  
Taggart Avenue  
Liverpool  
L16 9JD

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## Timetable for External Trustee Recruitment\*

| <b>Milestone</b>     | <b>Date</b>                               |
|----------------------|---|
| Applications Invited | 8th February – 8 <sup>th</sup> March 2019 |

\*Please note this timetable may change. Any changes will be indicated on [www.hopesu.com](http://www.hopesu.com). If in doubt, please contact Feidhelm Doolin ([pres@hope.ac.uk](mailto:pres@hope.ac.uk) 0151 291 3706) or Ruth Dalton ([unionmanager@hope.ac.uk](mailto:unionmanager@hope.ac.uk) 0151 291 3871) to discuss.

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## Other Useful Information

To see our Constitution please go to <http://www.hopesu.com/main-menu/your-su/how-we-re-run>

Board meetings are held every two months at Hope Park between 5:00 and 7:00pm. We will pay trustees' travel expenses and provide an induction into the work of Liverpool Hope Students' Union. Term of office is up to 4 years.

Please take your time to review this applicant pack before sending your documents to us. The information provided will give you the tools you need to maximise the impact of your application. If you have any queries about this appointment, about your application, or would like an informal and confidential discussion, please contact:

**Ruth Dalton – General Manager – 0151 291 3871**  
**Feidhelm Doolin – President & Chair of Trustees- 0151 291 3706**

They will be pleased to take your call.

Please contact Ruth Dalton ([unionmanager@hope.ac.uk](mailto:unionmanager@hope.ac.uk) | 0151 291 3871) if you have a disability and wish to make alternative arrangements. If you have difficulty in completing your application we will be happy to consider an alternative application, e.g. tape or Braille.