Role Description

Role Title: Student Trustee

Purpose Statement:
The OU Students Association Board of Trustees has the ultimate responsibility for the Association’s affairs and exercises its powers subject to relevant legislation in addition to our Constitution and Bye-Laws. This includes oversight of the governance, staffing, finances and strategy of the Association.

The Board of Trustees delegates the day-to-day management of the Association and its staff team to the General Manager.

Main Responsibilities
Specifically, all members of the Board of Trustees must:

1. To ensure that the OU Students Association acts in accordance with its Constitution, charitable objects and other guiding documents.

2. To ensure that the OU Students Association complies with all relevant legislation and regulations, including relevant Education Acts and Charity Acts where applicable.

3. To safeguard the effective administration of the Association, including maintaining its financial viability and avoiding activities which greatly risk our reputation, sustainability or students.

4. To approve the Association’s strategy, annual budget, any submission to the University concerning the subvention and the Association’s annual financial statements. To consider funding proposals and applications during the course of the budget year as and where necessary.

5. To make an active contribution to the Board of Trustees reaching sound decisions including reading and scrutinising all papers; attending and participating in meetings and on the Trustee online forums; leading discussions and/or meetings where appropriate; maintaining a focus on key issues; building an understanding and appreciation of the Association and our membership; offering own skills and experience; exercising a vote on key matters.

6. To add value and actively contribute to the Board of Trustees, offering a considered and reasonable perspective on matters at hand and being unafraid to challenge appropriately.
7. To work with other Trustees and support the Senior Staff team to create a positive, hard-working, inclusive, supportive and successful culture.

8. To seek to empower and support the student voice at all levels of the organisation, including recognising the important role of the Student Elected Officers and Central Executive Committee.

9. To recognise and value the difference between the Central Executive Committee and the Board of Trustees, working to create a joined-up and constructive governance culture.

10. To appoint and receive any reports from the Association’s bankers, HR advisors, solicitors and auditors. To consider proposals for external affiliations where necessary.

11. To approve all amendments to the Association Constitution for submission to a vote of Conference.

12. To appoint, establish the job description, agree the remuneration and annually appraise the performance of the Association’s General Manager.

Trustees should be aware that they are jointly and severally liable for the affairs of the Association.

OU Students Association
March 2016

www.open.ac.uk/ousa  www.ersvotes.com/oustudents