

Student Director

(NUS UK Board)

Role Profile

About the role

As part of the Board Directors provide **scrutiny, guidance, support and expertise** to ensure a sound, healthy and legally compliant organisation.

The NUS Group has three parts:

1. **NUS UK** - Our democratic, policy making function that centres on improving the quality of the UK education system, identifying and taking action on student welfare and developing students as world citizens.
2. **NUS Services** – Our commercial and trading operation that supports sustainable growth and develops innovative and enterprising solutions to problems that effect students and wider society.
3. **NUS Charitable Services** – Our hub for the operational and strategic development of students' unions, and collective student opportunity profiles and activity.

In addition to these we have subcommittees which Directors are appointed on to in addition to their Board responsibilities. These are:

- Human Resources (HR) Subcommittee;
- Audit, Risk and Remuneration Subcommittee;
- Nominations committee;
- Direction and Oversight Boards (Services and Charity Trustees)

Find out more about each of the Boards and committees [on our website](#).

The Boards provide another form of Leadership for the organisation and hold the Chief Executive accountable for his work. The Boards are ultimately responsible for the organisation and are a key part of the business ensuring that the organisation is stable and can grow.

Join the rest of the Board in Quarterly meetings using your creativity and experience to discuss proposals and ideas. Provide scrutiny on the work of NUS and oversight on the organisation and of its strategic plans.

Key Information

Number of positions

There are 3 positions available annually and they are held for 2 years.

Term of Office

From 1st July 2017 – 30th June 2019

Induction Period

An induction day will take place in the summer and if you are available we would highly recommend you attend to prepare you for the role.

Place of Work

The meetings will either be held in the London or Macclesfield office.

Fancy a chat?

We recognise that deciding to stand for election is a big decision. We therefore welcome candidates who would like to contact NUS to have a conversation before standing for election. If you would like to discuss any aspects of the role profiles, please contact governanceteam@nus.org.uk.

What we are looking for from our Directors

They will have confidence in taking on this Board level role and bring sound judgement and excellent communication skills.

Trustees are not expected to be experts in every area, even with the collective skills and experience of the Board overall. They are expected to use reasonable care in their role as Trustees applying their skills and experience and involving professionals where needed.

Some individual Directors will have specific professional or business skills. Others will bring skills such as **facilitating, team work and problem solving**, or even building the social side of being on a Board. Different experiences and perspectives are important and a Board that also reflects the people and communities they service will help improve effectiveness.

Directors are expected to have oversight of the Risks that may threaten the organisation or prevent it from succeeding its goals, with this Directors are expected to advise management on the management and identification of risks.

You will be the kind of person who would feel most comfortable working in a **student-led, democratic environment** and who values **equal opportunities**. You will need to use a **highly collaborative** style to deliver real progress against a challenging, political mission.

This is a non-political role and TDirectors are not in place to shape the political and campaigning decisions, but they are in place to ensure we have a sound organisation with the best resources and finances in place to enable us to campaign.

What skills do I need?

An excellent Director will be enthusiastic about the opportunity to be involved in the decision making at NUS, with a passion and interest in understanding the key issues that affect students on a national level. Trustees will also:

- Be committed by attending all meetings;
- Ask insightful and probing questions in discussions and debates;
- Have good communication and interpersonal skills;
- Be passionate about shaping the future work of the National Union Students;
- Be understanding and representative of the views of students nationally.

What does NUS expect?

NUS expects all volunteers to read and agree to follow the terms of:

- NUS [Code of Conduct](#)
- NUS [Equality and Diversity](#) statement
- NUS Staff Protocol

Responsibilities

- Directors act as a single body;
- Directors ensure the organisation has a clear strategy or set of goals;
- Directors ensure the work and goals of the organisation are in line with its stated vision, usually defined in a governing document and often called the organisation's 'objects';
- Directors keep a check on the organisation's finances and activities;
- Directors appoint and support the head of staff (e.g. the chief executive or manager of the overall charity or organisation);
- Directors delegate authority for day to day activities to appropriate staff and/or volunteers;
- Directors take overall legal responsibility for the organisation's work;
- Act in accordance with the Nolan Committee's Seven Principles of Public Life; and
- Champion the values of our organisation.

Legal responsibilities

As a director of a limited company, the law says you must:

- try to make the company a success, using your skills, experience and judgment;
- follow the company's rules, shown in its articles of association;
- make decisions for the benefit of the company, not yourself;
- tell other shareholders if you might personally benefit from a transaction the company makes;
- keep company records and report changes to Companies House and HM Revenue and Customs (HMRC) (at NUS this task is delegated to the Governance Team);
- make sure the company's accounts are a 'true and fair view' of the business' finances.

Eligibility

Applicants can be aged 16 and over and must not be disqualified as a company director.

Trustees must be able to declare:

- I am capable of managing and administering my own affairs;
- I do not have an unspent conviction relating to any offence involving deception or dishonesty;
- I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors (*ignore if discharged from such an arrangement*);
- I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an Order made under section 429(b) of the Insolvency Act 1986;

- I have not been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an Order under section 7 of the Law Reform
- (Miscellaneous Provisions) (Scotland) Act 1990, preventing me from being concerned in the management or control of any relevant organisation or body.
- I am not subject to a disqualification Order under the Criminal Justice and Court Services Act 2000.
- I am not disqualified under the Protection of Vulnerable Adults List.

Articles and Rules

To be eligible for the Student Director role on the NUS UK Board you must be a student of an affiliated Union. You will need to complete the nomination form and attend the NUS National Conference. For the avoidance of doubt, an Officer or a person who was previously an Officer or a Lay Trustee shall not be eligible for appointment as a Student Director.

What can I expect from the role?

Being a volunteer on the NUS UK Board is a rewarding experience that enables you to make a difference and have a real impact on improving the lives of students. Not only will volunteering on the Board give you the opportunity to develop new skills in organisational management and development, you will also further develop interpersonal and communication skills by working alongside fellow Board members.

You can also expect to:

- Receive an induction into your role, the Boards, and the wider work of NUS.
- Receive support from NUS, with the opportunity for personal development of knowledge and skills through in-house training.
- Have the opportunity to experience being on a Board of Directors.
- Complete a pre reading of the papers before the meeting.
- Attend meetings for approximately 3 hours at a time weekdays.
- Volunteers will never be out of pocket – reasonable expenses, such as travel and subsistence, will be paid for by NUS.
- Be part of the wider student movement, part of a national and international campaigning organisation, representing students from across the UK.
- **Lastly, being a volunteer Director is a great opportunity to shape the future of NUS**

How do I get involved?

If volunteering on the NUS UK Board sounds appealing, then please refer back to the [National Conference Hub](#) for information about how to nominate yourself to stand for election.

Key Information:

- The deadline for nominations is: 12 Noon 1st March
- You will stand for election at National Conference, where you will have the opportunity to give a short speech (the Chief Returning Officer will provide details on the timings allowed).
- We recognize that giving a speech can be quite daunting, so a few tips are:
 - Speak clearly and slowly;
 - Don't be afraid to use notes if you need to;
 - Stick to a few key points as to why you want to volunteer on the NUS UK Board.
- The results of the election will be available online following National Conference.

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