



STUDENT TRUSTEE

Recruitment pack 2023/24



**BIRKBECK
STUDENTS'
UNION
HERE FOR YOU**



birkbeckunion.org

INTRODUCTION

What is this pack for?

Birkbeck Students' Union (BBKSU) are looking for an Undergraduate Student Trustee to join our Board of Trustees for the 2023/24 Academic Year.

This pack aims to provide you with all of the information that you'll need to know to about becoming a Student Trustee; including the role responsibilities, benefits and commitment levels.

What is BBKSU's Trustee Board?

The Trustee Board is the governing body of the charity. The overall role of the Board is to ensure that the Union is well run, meeting its aims and working within the law and the BBKSU constitution.

What is a Student Trustee?

Student Trustees sit on the Trustee Board for BBKSU and have the same rights and responsibilities as the other members of the Trustee Board (including part-time elected leaders). Student Trustees are not involved in the day-to-day running of the Students' Union but take an overview of how the Union is performing, both financially and in delivering services to students

STUDENT TRUSTEE ROLE

- Contributing to the strategic leadership of a registered charity.
- Ensuring BBKSU is operating in the best interests of students.
- Monitoring BBKSU's progress against strategic aims and objectives.
- Monitoring the financial performance of BBKSU to ensure it remains financially secure and accountable.
- Monitoring the performance of Full Time Officers and holding them to account.



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STUDENT TRUSTEES RESPONSIBILITIES

- Attending approximately 5 Trustee Board meetings a year.
- Attending any sub-committee meetings to which you are appointed.
- Reading through materials and papers in advance of Trustee Board meetings.
- Keeping in regular contact with the Chair of the Trustee Board and other Trustees to be able to provide real-time feedback when queries and issues arise.
- Participating in Trustee Board meeting debate and discussion, using your knowledge and experience to represent the views of the student body.
- Attending the BBKSU Annual General Meeting, where an annual report will be presented to the student body.

STUDENT TRUSTEES BENEFITS

- A career-enhancing opportunity to direct a charity representing around 12,000 students.
- Making a positive impact in BBKSU and contributing to decisions that will create a better experience for Birkbeck students.
- Understanding and learning about organisational governance, such as strategic planning, account management and Charity law.
- Learning and practising transferrable skills in a professional board setting.
- Opportunities to sit on financial, appointments and appeals subcommittees and to chair meetings.
- Amazing experience for any career, but especially for management, law, politics, finance, business, consultancy, accountancy, human resources and public relations

HOW TO APPLY

To apply for this role, please email a copy of your CV and a covering letter to scommittees@bbk.ac.uk by 11:59pm on Tuesday 25th July 2023.





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