



## **Student Trustee – An Outline**

**This outline gives a bit more information about being a student Trustee for STAR, in addition to the Role Description.**

### **What is a Trustee?**

A Trustee is a volunteer position within the charity. As a trustee, you will be a member of the Board of Trustees, which is the governing body of charity. The overall role of the Board is to ensure that the organisation is well run, meeting its aims and working within any relevant laws.

A Trustee is responsible for;

- making sure the decisions that STAR makes are in the best interest of the organisation and the people it aims to help
- Setting the long term plans and direction of the organisation (Strategy!)
- Making sure the organisation uses its financial resources properly and also that it is financially viable
- Ensuring the organisation works within the relevant laws
- Appoint, support the chief executive and review their work

### **Why does STAR need student Trustees?**

It is important for STAR that the Board makes good decisions, as they affect the whole organisation. In order to do this, the Board should involve a range of people with different views and experiences. It should also be made up of people that are relevant to its work.

STAR is a student-membership organisation and so it is important that students participate in decision-making throughout the organisation. This will also ensure that STAR is accountable to its members and that students have their views heard at 'governance' (or 'Board') level. The Board of Trustees has a number of places reserved for students, two of which have been vacated in 2008.

### **What will a student Trustee be required to do?**

The term of office for a student Trustee is two years. (After which, you can nominate yourself to stay on as a non-student Trustee if you wish.)

As a Trustee, you will be required to;

- Attend 4-6 meetings a year in London. These meetings are usually held in the early evening. Dates will be set in advance at the beginning of the year so you can schedule. Travel expenses will be covered.
- Prepare for Board meetings by reading through materials and Board papers beforehand.
- Attend one annual 'away day ' (special meeting when the Board focuses on a pressing issue such as Strategy or Fundraising) with the other Trustees.
- Attend the STAR national conference, which takes place once a year over a weekend.
- Keep in regular contact by email and phone with the other Trustees and provide feedback and input on issues when they arise.

## **Who is STAR looking for?**

This role would suit someone who is interested in learning more about the charity (or Third) sector and senior management.

STAR is looking for a candidate who is;

- Passionate about STAR! As a trustee you must be committed to the purpose, aims and values of STAR. Trustees need to promote the values and work of STAR, so you need to believe in them!
- Diplomatic – To make good decisions, trustees have to sometimes be challenging and may not always agree. You need to be ready to listen to different opinions, communicate your own diplomatically
- Reliable – There are only a few Trustee places, so Trustees need to be able to commit the time and effort required to make sure it's a worthwhile experience for them and STAR.
- Supportive – the Trustees can provide extra support to the staff team but also need to work together as a team and support decisions when they are made
- Responsible – At times you may handle information that is sensitive and you must keep confidential. As a Trustee, you have a legal responsibility and must respect that.

Open-minded, ready to learn and committed to the future of STAR!

## **Why become a student Trustee?**

As a Trustee, you will be at the heart of decision-making of STAR and will gain valuable experience and get to;

- Develop skills which are great for your CV, especially if you are interested in the NGO/Charity Sector.
- Learn new things including management of finances, people and strategy, as well as charity law and fundraising
- Receive a full induction to learn more about the charity and the role of Trustee
- Make a difference! You will give input to key decisions such as fundraising, future direction, structure of the organisation
- Meet new people!
- Help STAR!
- Have fun!

## **Applications**

If you are interested, please send your CV and a covering letter expressing why you would be suitable for the role to Jemma Samuels, STAR's acting Chair, by email to [jemma.samuels@uniaid.org.uk](mailto:jemma.samuels@uniaid.org.uk). You may also contact the national office if you have any questions on 020 8980 7036.

Deadline for applications is Friday 30<sup>th</sup> January 2009.

Candidates are elected by existing Trustees and will be approved by a vote at the Board of Trustee meeting in February 2009. Trustees are formally elected by the membership at the AGM, although you can start acting as a Trustee as soon as the Trustees approve your selection.