



## **STAR Trustee**

### **Role Description**

STAR (Student Action for Refugees) is seeking to enhance the skills and diversity of its Board of Trustees. We are seeking candidates with an interest in, and commitment to creating change for refugees and who demonstrate strategic thinking, sound decision-making and integrity. We strongly encourage applications from people who have had refugee experience, especially students and candidates with proven financial and senior management experience.

### **About STAR**

STAR's vision is of a UK society that welcome and supports refugees. STAR is a membership organisation, members being students who belong to groups based in universities across the UK. STAR seeks to inspire and support students to take positive action for refugees by;

- Raising awareness of refugee issues in innovative ways
- Supporting refugees in a practical way in their local communities through volunteering
- Campaigning for the rights of refugees everywhere

STAR is a registered charity and a company limited by guarantee.

[www.star-network.org.uk](http://www.star-network.org.uk)

### **Tasks and responsibilities of a Trustee**

You will be responsible collectively with the other Trustees for;

- Contributing actively to the Board of Trustees in giving firm strategic direction, setting aims and objectives and evaluating performance against agreed targets
- Ensuring STAR complies with its governing document and current legislation, including charity law and company law
- Ensuring the financial stability of STAR and that STAR's resources are used to pursue its charitable objectives and to the benefit of its beneficiaries
- Safeguarding the good name and values of STAR
- Appointing and managing STAR's Chief Executive
- Exercising oversight of effective financial management and general administration of STAR

In addition to the above statutory duties, each trustee should use any skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve;

- Scrutinising board papers
- Attending board meetings and contributing to meetings and discussions
- Providing guidance and feedback on key issues, decisions or activities at and between meetings

### **Person specification**

The qualities of all Trustees include the following;

- A demonstrable interest in and commitment to STAR's mission and aims
- Willingness to devote the necessary time and effort, to attend Board meetings and be available to contribute between meetings as appropriate and when required
- Strategic vision
- Good independent judgement

- Abilities to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team

At this time, STAR is also looking for candidates who can display one or more of the following;

- Refugee experience
- Financial management experience
- Senior management experience
- Being a current higher education student
- Fundraising experience

## **Commitment requirements**

The term of office for a Trustee is three years (or two years for a student Trustee) and we asking for a commitment of a minimum of two years.

### **Essential**

- Able to travel to London for Board of Trustee meetings, held 4-6 times a year during the week in early evening.
- Attending one annual away day and the STAR national conference, which currently takes place once a year over a weekend.
- Able to maintain regular dialogue by email and phone with the other Trustees

### **Desirable**

- Able to communicate with the Trustees or Chief Executive during office hours when required
- Able to attend external meetings or events to promote STAR's work or support the staff, for example networking event or meetings with funders.

## **Expenses and Induction**

This is an unpaid position but travel expenses are fully reimbursed. New Trustees receive a full induction, including meetings with existing Trustees and the Chief Executive as well as an induction pack with relevant documentation.

## **Application**

Candidates are elected by existing Trustees and approved by a vote at a Board of Trustee meeting. 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.

To apply for this opportunity, please email your CV and a covering letter explaining why you'd like to be part of STAR and why are you suited to this role to Jemma Samuels, STAR Acting Chair at [jemma.samuels@uniaid.org.uk](mailto:jemma.samuels@uniaid.org.uk) . You may also contact the national office with any questions on 020 8980 7036. The deadline for applications is 30<sup>th</sup> January 2009.