

STAR Student Trustee

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 and review the work of the Chief Executive

Why does STAR need student Trustees?

It is important for STAR that the Trustees makes good decisions, as they affect the whole organisation. In order to do this, the Trustees 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 help to 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.

What will a student Trustee be required to do?

As a Trustee, you will be required to;

- ★ Attend 4-6 meetings a year in London. These meetings are usually held mid-week 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 Trustee meetings by reading through materials and Board papers beforehand.
- ★ Attend one annual 'away day' (special meeting when the Trustees 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 in November over a weekend, take part in the AGM and assist with the running of the conference.
- ★ Keep in regular contact by email and phone with the other Trustees and provide feedback and input on issues when they arise.

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

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! STAR is looking for student trustees who are active in their local group. 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 and to 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
- ★ Influence governance decisions and ensure the student perspective is taken into account
- ★ Meet new people!
- ★ Help STAR!
- ★ Have fun!

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

If you are interested, please send your CV and a covering letter expressing why you would be suitable for the role to James Osborne, STAR's Chair, by email to star@compass.org.uk. We may ask for a reference from of your STAR group's committee confirming your participation in the group's activities.

You may also contact the national office if you have any questions on 020 7729 8880.

Deadline for applications is Friday 30th April 2010.

Candidates are elected by existing Trustees and will be approved by a vote at the next Board of Trustees 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.