

Nottingham Trent Students' Union - Role Profile

Student Trustee – Board of Trustees

Appointment & Term:

Trustees are appointed in line with the Nottingham Trent Students' Union (NTSU) [Memorandum & Articles \(M&As\)](#) and Byelaws. The [Charity Commission](#) detail some limited restrictions on [who can be a Trustee here](#).

Student Trustees are voluntary roles and must be, and remain, a student at Nottingham Trent University at the time of their appointment and for the duration of their term as a Student Trustee. Student Trustees are appointed for a period of up to 2 years, they may be eligible to serve for a maximum of two consecutive terms.

Trustees must remain eligible throughout their term and will cease to hold office if they resign or are removed in accordance with the M&As.

Purpose:

Trustees are collectively responsible for the overall governance and strategic direction of NTSU. Each Trustee acts in the best interests of NTSU as a charity, ensuring it is run in furtherance of its charitable purposes and for the public benefit, particularly the advancement of education.

Trustees work together to ensure that NTSU:

- Has a clear mission, vision, and strategy
- Operates in line with its governing documents
- Complies with all legal, regulatory, and financial obligations
- Uses its resources effectively to deliver impact for students

Main Duties & Responsibilities:

In line with Charity Commission guidance, the M&As, and the NTSU Trustees' Code of Conduct, all Trustees share collective responsibility for the following:

Governance and Strategy:

- Contribute actively to the development, approval, and oversight of [NTSU's strategy](#) and key policies.
- Ensure that NTSU pursues its charitable purposes and delivers public benefit.

- Provide appropriate challenge and scrutiny to support effective decision-making.
- Actively participate in Board discussions, exercising independent judgement.

Legal and Regulatory Compliance:

- Ensure that NTSU complies with charity law, company law, and any other relevant legislation or regulatory requirements.
- Ensure that NTSU operates within its Memorandum & Articles, Byelaws, and policies.
- Act in accordance with the duties of charity trustees:
 - Act in the best interests of the charity
 - Manage the charity's resources responsibly
 - Act with reasonable care and skill
 - Ensure accountability and openness

Financial Oversight and Risk:

- Oversee the financial health and sustainability of NTSU.
- Approve budgets, accounts, and financial controls.
- Ensure that appropriate systems are in place for managing risk, reserves, and compliance.
- Safeguard NTSU's assets and reputation.

People, Culture and Leadership:

- Support and hold to account the Chief Executive Officer (CEO) through appropriate governance mechanisms.
- Contribute to a positive, inclusive, and values-led organisational culture.
- Uphold high standards of integrity, equality, diversity, and inclusion.

Conduct and Representation:

- Act as an ambassador for NTSU where appropriate.
- Declare and manage conflicts of interest in line with policy.
- Adhere to the Trustees' Code of Conduct and Nolan Principles of Public Life.
- Maintain confidentiality and collective responsibility for Board decisions.

With the CEO:

Trustees work with the CEO through the Board, not through operational management. Trustees should:

- Maintain an appropriate strategic, non-executive role.

- Support the CEO while ensuring appropriate oversight and accountability.
- Avoid becoming involved in the day-to-day operational management of NTSU.

Time Commitment:

Trustees are expected to:

- Attend scheduled Board meetings and relevant committees.
- Adequately prepare for meetings by reviewing papers in advance.
- Participate in induction, training, development, and Board effectiveness activity.
- Attend additional meetings or events as reasonably required.

Person Specification:

Essential qualities

All Trustees should demonstrate:

- Commitment to the values, purpose, and objectives of Nottingham Trent Students' Union.
- Integrity, good judgement, and a willingness to take collective responsibility.
- Ability to think strategically and contribute constructively to discussion.
- Willingness to challenge appropriately and work collaboratively.
- Understanding of, or willingness to learn about, charity and students' union governance.

Desirable qualities

Depending on the composition of the Board, Trustees may also bring:

- Understanding of, or lived experience relevant to, the student body.
- Experience of governance, leadership, or committee work.
- Knowledge of the higher education, business, voluntary, or charitable sectors.
- Skills or experience relevant to Board priorities (e.g. finance, legal, HR, EDI, student experience, digital, risk).

Collective Responsibility:

All Trustees share equal legal responsibility for the decisions of the Board, regardless of category or length of service, and must act collectively in the best interests of Nottingham Trent Students' Union.

