

JOB DESCRIPTION

Job Title:	Student Trustee - Voluntary
Responsible to:	HSU Board of Trustees University of Hertfordshire Student Council
Salary:	Unpaid
Location:	Hatfield
Duration	Until completion of course or a maximum of two years
Purpose:	To sit on the governing body of the Students' Union to ensure the Union is run well, meeting its aim and working within the legal and constitutional framework.
The Role:	The role will develop key understandings of our students at Hertfordshire and play a vital part in the Union's development.

Vision:

Our vision at Hertfordshire Students' Union is to help students love Herts.

Values:

We are a truly values-led organisation. As such, our Student Trustees must demonstrate our everyday values of being Helpful, Empowering, Representative, Transparent and Student-Focused whilst ensuring Hertfordshire Students' Union is truly representative of students. We encourage our team to have fun at work while never losing sight of our vision.

Service Excellence:

We go above and beyond for our students and each other – we're committed to providing excellent service across the board and we support each other to prioritise this every day.

Equal Opportunities:

We encourage applications from students with a diversity of backgrounds and experiences to reflect the current student population. We welcome all applications regardless of a persons' race, sex, disability, religion/beliefs, sexual orientation or age.

Key Role Requirements:

- Must be a current University of Hertfordshire student at the start of the next academic year and not due to undertake a placement or a study abroad session during the period of appointment.
- Being friendly and respectful of others in order to maintain a safe and considerate workplace in line with our values of being Helpful, Empowering, Representative, Transparent and Student-focused.
- Being honest, open and supportive of others, empowering others to be fulfilled in their role.
- Being fair, valuing equality, diversity, ethics and the environment.
- Confidentiality is essential in this role
- Keep in regular contact by email and/or phone with other members of the Board and provide feedback and input on issues as they arise.

Main Duties and Responsibilities:

- Attend five meetings a year, as well one or more training session/s.
- Prepare for Board meetings by reading through materials and Board papers beforehand.
- Be a representative to all students across the University of Hertfordshire within the HSU Board of Trustees.
- Attend Student Council five times per year to provide a verbal report to Student Council.
- Along with the other Trustees, help to steer the strategy and finances of the organisation.
- Providing student expertise, experience and support to the Elected Officers and External Trustees to ensure that the Students' Union will be able to deliver positive change for its members.
- Help the organisation achieve its objectives and improves the lives of its members.

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- Work with other Trustees to ensure the Union complies with all relevant legislation and regulations, including relevant Charities Acts and Education Acts, and related regulatory requirements.
- Add value and actively contribute to the Board of Trustees, offer a considered and reasonable perspective on matters at hand and be unafraid to challenge appropriately.