

Glasgow Caledonian University Students' Association

Executive Committee & Trustee Board Elections 2012

Role Description – Student Trustee

The role of the Student Trustee is to ensure that the perspective of GCU students is taken into consideration in all decisions made by the Trustee Board. The Trustee Board are responsible for making strategic, financial and legal decisions on behalf of the Students' Association.

The Student Trustee is a member of the **Trustee Board**. As such, the Student Trustee also has all of the responsibilities shared by members of that group.

The Student Trustee is a voluntary position that students take on alongside their studies. Expenses incurred while performing their role as a Trustee such as food and transportation will be reimbursed by the Students' Association.

The duties of the Student Trustee are as follows:

- 1) Attend the residential training for Trustees which takes place prior to the start of Trimester 1.
- 2) Attend all Trustee Board meetings of which there will be at least six per year.
- 3) Ensure that they are aware of and understand all Students' Association policies and procedures relevant to the work of the Trustee Board.
- 4) Read all materials supplied to Trustees in advance of Trustee Board meetings and ensure that they are fully satisfied with the information they receive.
- 5) Be an active participant in Trustee Board decision making.
- 6) Not hold any other elected position within the Students' Association.

The duties of all members of the Trustee Board are as follows:

- 1) Has ultimate responsibility for setting the strategic direction of the Students' Association, ensuring it is solvent, well-run, meets its mission, vision and values and delivers its charitable purposes
- 2) Must ensure that the Students' Association complies with its Constitution, the Education Act 1994, University Code of Practice and relevant charity law.
- 3) Must maintain and regularly review the Students' Association internal controls, performance reporting, policies and procedures



- 4) Must act prudently to protect the assets and property of the Students' Association, and ensure that they are only used to deliver the purposes of the charity
- 5) Must regularly review the risks to which the Students' Association is subject, and take action to mitigate risks identified
- 6) Must uphold and apply the principles of equality and diversity, and that the Students' Association is fair and open to all sections of the membership in all its activities

If you have any further questions about the role of the Student Trustee please contact the Deputy Returning Officer, Kevin Ward, at kevin.ward@gcu.ac.uk.

