Student Trustee
As a member of the Board of Trustees, you have the ultimate legal responsibility for the Association’s affairs, and the board exercises its powers subject to relevant legislation in addition to our Articles of Association and Bye-Laws. This includes oversight of the governance, staffing, finances and strategy of the Association.

The Board of Trustees delegates the day-to-day management of the Association and its staff team to the Chief Executive.

The Student Trustees:

- Attend initial onboarding sessions, the four official quarterly BoT meetings each year, including any relevant sub-committees and the Association’s biennial conference.
- Effectively communicate with fellow Trustees, relevant CEC members and the staff team who work in collaboration. This involves the regular use of official spaces and emails.
- Ensure that the Association acts in accordance with its Articles of Association, charitable objects and other guiding documents. Ensure that the Association complies with all relevant legislation and regulations, including relevant Education Acts and Charity Acts where applicable.
- Where possible, take an active part in Student Voice Week, Conference and Student Consultations (in the same way that CEC do) to gain a greater understanding of the student experience, and to inform their decision making.
- Safeguard the effective administration of the Association, including maintaining its financial viability and avoiding activities which could result in an unacceptable level of risk to our reputation, sustainability or students.
- Approve the Association’s strategy, annual budget, any submission to the University concerning funding or our subvention and the Association’s annual financial statements. To consider funding proposals and applications during the course of the budget year as and where necessary.
- Make an active contribution to the Board of Trustees, working together to reach sound decisions by respectfully challenging when appropriate and being involved in discussions. Read and scrutinise all papers; attend and participate in meetings and on the Trustee official online spaces; lead discussions and/or meetings where appropriate; maintain a focus on key issues; building an understanding and appreciation of the Association and our membership; offering own skills and experience; exercising a vote on key matters.
- Work constructively with other Trustees and support the senior staff team to create a positive, hard-working, inclusive, supportive and successful culture which reflects our organisational values of equality and inclusivity, openness, kindness and compassion, integrity, and collaboration.
- Seek to empower and support the student voice at all levels of the organisation, including recognising the important role of the Student Elected Officers and Central Executive Committee.
- Recognise and value the difference between the Central Executive Committee and the Board of Trustees, working to create a joined-up and constructive governance culture.
- Appoint and receive any reports from the Association’s bankers, HR advisors, solicitors and auditors. To consider proposals for external affiliations where necessary.
- Approve all amendments to the Association Articles of Association for submission to a vote of Conference.
- Appoint, establish the job description, agree the remuneration and annually appraise the performance of the Association’s Chief Executive.
Important dates
Onboarding package of support: sessions running between End May-Mid August
Official Welcome Weekend: 29-31 July 2022 (Milton Keynes Campus)

Key skills and attributes
The post-holder will need to possess, or be prepared to develop, the following:-

- An understanding of finance issues.
- Committee skills, including challenging appropriately and close reading of papers.
- The ability to consider issues from a strategic perspective, question intelligently, debate constructively and decide dispassionately.
- Commitment to develop further skills and knowledge appropriate to the role.
- A broad understanding of the Students Association and the Open University.

Training and support will be offered to any successful candidate.

Role Specific Essential information, including time commitment
This is a voluntary role which requires on average 5 hours a week but is busier at some times. Large parts of this role can be completed remotely, there may be occasions when a face-to-face presence at meetings is required.

You will be required to complete the duties of a Trustee for the OU Students Association; you must therefore be eligible to act as a Charity Trustee.

All volunteers are expected to follow the Volunteer policy and agreement, the Values and behaviour policy and code of conduct given to them on taking up a role with the Association.

All volunteers are required to have their own IT equipment and internet connectivity sufficient to fulfil their remits. In exceptional circumstances, and for a period not exceeding six months, the Association may be able to provide the loan of a laptop.

What you can expect from the OU Students Association:

- We endeavour to ensure that all roles are of real benefit to the student community and make a difference to all those you engage with.
- Your volunteering will be appreciated and recognised for the value it brings.
- We aim to give you all the necessary information and training that you require to complete your role and to make decisions. If you feel you need additional support in your role, please let us know and we will be happy to help.
- A full training, onboarding and support package is provided to all elected members to ensure that no matter what existing experience or knowledge you have, you are supported to carry out your role.
- You will be volunteering for a non-discriminatory organisation that strives for equality and celebrates difference.
- You are free to stop volunteering at any time. If you need a break from your role or feel you need to step down, please contact the President, Deputy President or Chair of Trustees who can support this.
- All reasonable expenses incurred when carrying out your role will be reimbursed.
- A certificate of volunteering (on request).

Association Staff Links: Chief Executive Officer, Head of Finances and Resources, Head of Executive Support and Staff Welfare