



# TRUSTEE RECRUITMENT PACK



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# WELCOME

Dear Prospective Trustee,

Thank you for your interest in volunteering for the University of Exeter Students' Guild as a member of our Board of Trustees.

The Guild exists to represent and enhance the experiences of over 30,000 students at the University of Exeter. We share a vision for the future where students are empowered to shape the world around them now, and in their futures. The opportunities and experiences we provide will be life-changing, memorable, and a significant catalyst for whatever our students may do in the future.

This is an exciting time for the Guild. In 2020 we had to rethink our operating model after transferring our commercial services across to the University. This has provided financial security for the Guild, and an exciting opportunity to develop a new agile strategy focusing on helping all students to love Exeter. Energised by this period of transformation, we are excited about our future and we are looking for passionate people who can help us to take the Students' Guild to the next level. We strongly believe that the recruitment of skilled and visionary trustees is vital in helping us to develop, and in return, you'll join a team committed to becoming one of the best students' unions in the UK.

One of the best things about students' unions is the make-up of the Board. You'll be joined by four other external Trustees, five students, and five full-time Officers who are elected by students to represent them.

We are genuinely student-led, and very proud of our governance and democratic decision making; we're looking for someone who will love this about us too!

We wish you the best of luck with your application and look forward to meeting you.

**EMMA DE SARAM**  
**Guild President 2023-2024**



# A MESSAGE FROM THE UNIVERSITY

The University of Exeter works collaboratively with the Exeter Students' Guild to deliver many shared priorities and goals.

A key priority of The University's new 'Strategy 2030' is to develop a sector-leading partnership with the Exeter Students' Guild so that student voice is at the heart of our decision making and strategic planning.

To realise this ambition, we are particularly keen to attract outstanding students to the Board of Trustees of the Guild who will be committed to working together in partnership to create an excellent student experience at Exeter.



**PROFESSOR LISA ROBERTS**

**University of Exeter Vice-Chancellor  
and Chief Executive**

# ABOUT THE GUILD

The Exeter Students' Guild at the University of Exeter is the students' union, led by students for students. We represent over 30,000 students and enhance their unique journeys at the University of Exeter.

Our purpose, in a nutshell, is to help all students to Love Exeter.

Everything we do contributes towards our three strategic impacts:

- Students feel a sense of pride and belonging
- Students have a diverse range of opportunities for engagement
- Students are skilled, networked and connected when they're here and when they leave

We have developed an agile strategy for the next five years focusing on organisational stability, a strong and efficient operating model, and enhancing our role in the student experience.

We value collaboration, radical inclusivity and empowerment, and these values drive and underpin our behaviour and the way we work. We are also focusing on our enablers: our people, platforms, spaces and partnerships. We know what success looks like and we are on our way there!

## **WE ARE A CHARITY**

The Exeter Students' Guild is a registered charity and Company Limited by Guarantee. Our primary source of income is a block grant from the University of Exeter of £2.3million. We sit at the heart of the student experience which encompasses representation, support and advice services, student activities and volunteering. Our charitable purpose is the advancement of education of students at the University of Exeter for the public benefit.

## **WE ARE GENUINELY STUDENT-LED**

We are a democratic membership organisation and all students at the University of Exeter are automatically members of the Guild. The Board of Trustees is made up of five Full-Time Officers, five Student Trustees and five External Trustees. The Officers are elected each year by, and from, the student membership of the University. Officers take a year out of their studies (or immediately after graduating) to serve as a trustee and they can stand for re-election for a second year if they choose, but can serve no more than two years. The Officers are paid a salary and work a normal working week. The Student Trustees go through a similar application process to External Trustees, and are appointed, which allows a more diverse student representation on the board.

The Officers are assisted by, and take direction from, other elected student representatives, and have a range of interactive democratic engagement processes for wider student input.

The Guild President (one of the Officers) is the Chair of the Board of Trustees. They are responsible for chairing the meeting of the Board, leading the performance management of the Chief Executive and acting as lead ambassador of the Guild to external stakeholders and the public.

## **HOW WE'RE RUN**

The Chief Executive's role is to ensure effective and efficient strategic and operational leadership of the Guild. In conjunction with the President, the Chief Executive drives and delivers the strategy whilst ensuring the organisation continues to improve its service to members.

The role works closely with elected officers to ensure that the vision, goals and core values of the Guild are achieved.

The Chief Executive is supported by a strong senior management team who have specific areas of responsibility for management of Student Engagement, Marketing and Brand, and Finance and Operations.

We employ a team of 50 permanent staff and some key student staff roles, and we all work to ensure that every student at Exeter has the best possible university experience.

## **OUR INCOME**

The Students' Guild has one main source of income - an annual grant from the University which supports our service delivery. We are a charity and a not-for-profit organisation, so any additional income generated would be reinvested into the services provided for our members.

One aspect of our new strategy is to consider diversifying our income streams, without threatening the financial stability of the Guild brought about by the commercial transfer in 2020.



# OUR TRUSTEES

## FULL-TIME OFFICERS

**Meet our 2023-2024 Guild Officers** - July is an exciting time for the Trustee Board as we welcome our new 2024-2025 elected Guild Officers who sit on the Board as Officer Trustees.

### EMMA DE SARAM

Emma is a History graduate and was elected by students to the role of VP Liberation for 2022/23, then Guild President for 2023/24. Emma is a dedicated climate activist and has campaigned nationally and internationally, speaking at COP26, working with policymakers and taking peaceful direct action.

Emma was a course representative, President of Cool Runnings and Campaigns Officer for Be the Change Society. Emma co-led the successful £2 meal deal campaign in November 2022 and continues to make campus safer, accessible and affordable for all. You can connect with her on LinkedIn: [Emma de Saram](#) | [LinkedIn](#)

### ALEX STANLEY

Alex is the Education Officer for the Students' Guild having been elected by students and previously studied BA Politics, Philosophy and Economics. Alex has a background in political activism and as a result is passionate about ensuring that all students have equal opportunity to succeed at the University, regardless of their background.

Alex was previously the General Secretary of Labour Society and is a two-time delegate for the Guild to the National Union of Students (NUS). On top of his role as Education Officer, Alex is also on the Democratic Procedures Committee of NUS.

### PIP SHAW

Pip studied English before being elected by students to be the Student Living Officer in 2023. Pip is particularly excited by this new role at the Guild, and is driven by creating an environment for safe, sustainable and affordable student experiences.

From Pip's own experiences of Covid, cost of living and housing issues which massively impacted her own time at University, Pip knows how significant finance and accommodation are in facilitating and enjoying student life. Pip is passionate about working with students to tackle the issues most important to them, and will work hard to promote student voices in my time at the Guild.

## **RHYS WALLIS**

Rhys studied PPE (Politics, Philosophy, and Economics) and the University of Exeter, but was also - and still will be in his new role - heavily involved with societies. As the Societies and Employability Officer 2023/24, Rhys hopes to be a conduit for student concerns about the less formal side of campus, ensuring that the more than 300 society leaders are supported to both run their societies, as well as get the most out of their studies. As well as this, Rhys hopes to bring greater attention on the fantastic work of the CareerZone, and ensure that all students are able to benefit from their experience and expertise.

## **MIA ROBILLARD-DAY**

Mia studied The History of Art and Drama with Employment Experience before being elected by students to be the Communities and Equality Officer. Mia is particularly passionate about social justice, and the anti-diet movement, campaigning for eating disorder awareness nationally and internationally. As a disabled and estranged student, Mia developed her dedication to widening participation. Over her studies Mia worked with various student groups to provide nightlife events focussed on gender safety, sex education, and the LGBTQIA+ community. Mia is focussed on making campus a safer, more accessible and inclusive place for all students.

## **STUDENT TRUSTEES**

**Outgoing Student Trustees** - Farah and Alex have come to the end of their term of two years on the Trustee Board. We have appointed two new student trustees who will start their term in July 2024.

### **NUR FARAH MEOR AZLAN**

Farah has started as Trustee for the Guild in 2022. Farah is an international postgraduate research student (doing a PhD in Medical Studies) studying at St Luke's. Farah has a wealth of experience volunteering within charities and community-based projects and has a real interest in running their own charity in the future.

Farah showed her interest in understanding and supporting a charity to run, plus there was a big passion about wanting to give back to the student community and working to help students have the best time at Exeter. Farah focused on the want to make sure every student has an opportunity to do their best which fits extremely well with our values. Farah gave plenty of great examples and experience about making important decisions, using their initiative and logic, and working with people to overcome barriers whilst being empathetic and caring. The values and experience that Farah holds would make them an excellent student trustee.



## **ALEX MARTIN**

Alex has started as Trustee for the Guild in 2022, is studying History and will be going into their final year. Alex has been an active committee member of the Debating Society amongst participating in other societies and activities. Alex was also an elected National Union of Students (NUS) National Conference Delegate and represented Exeter on a national level at this conference.

## **Current Student Trustees**

### **AGNETA RAVINDRAN**

Agneta felt that experience as Director for the world's largest youth-run organisation I.I.M.U.N. empowered her to gain a comprehensive understanding of academia. Agneta's enthusiasm, dedication, and adherence to the Nolan values of public life, in its entirety, will improve her experience with the Guild. Agneta is looking forward to working tirelessly to ensure that the Guild addresses the needs and concerns of students and that the Students' Guild is transparent and accountable in all of its actions and decisions. Agneta is thrilled to bring her leadership skills and collaborative spirit to the table and work with others to achieve common goals.

### **ELLA TRUDGEON**

Ella has started as Trustee for the Guild this year (2023), and is going into her second year studying BSc Sociology. Alongside her degree, Ella is an active member of a number of societies, including Campaigns Officer of Femsoc in her first year, and now Vice President of Femsoc and Treasurer of Rethinking. She is also a keen member of the Open Water Swimming Society and Concert Band where she plays the clarinet.

### **REUBEN SEK**

Reuben is an international student from Malaysia who has started as Trustee for the Guild this year (2023), and is going into their second year of an undergraduate law degree. Reuben was recently elected General Secretary of the Exeter Malaysian Society, and is also an active member of the University's Law Society.

Having felt greatly supported by Guild and University initiatives during their first year, Reuben is eager to give back to the university community with a view to ensuring student satisfaction and improving it where possible.

## **EXTERNAL TRUSTEES**

### **HARRIET JONES**

Harriet is an Equality, Diversity and Inclusion specialist based in Exeter, with 10 years' professional experience leading and influencing organisations on EDI by targeting the underlying causes of inequality. She has implemented impactful actions to progress systemic and cultural change in complex organisations, including Universities and most recently for the NHS. Harriet is committed to seeing the Guild at the forefront of EDI innovation and debate.

## **CHARLES JONES**

Charles is a proud University of Exeter and St Luke's alumni. He has worked in Finance for 8 years, leading sales teams across Europe with a focus on employee growth. Charles cares deeply about EDI and has led a range of initiatives within Employee Resources Groups, external committees and advocacy roles. Charles is also a keen sustainability advocate.

*"I am excited to give back to Exeter University students in my role as trustee at the Guild, and help all existing and future students love it as much as I did."*

## **MARGARET LAITHWAITE**

Held the role of Deputy Director of Finance at the University of Exeter for over 11 years, and before that was Head of Financial Operations at The University of Manchester. Finance specialist knowledge and a strong advocate for student experience and student voice.

"Being a Guild Trustees enables me to play a fundamental role in an organisation that can really make a difference to the University life of a student, preparing them for their future whatever that may be. I feel that I can use my 30 years of University senior management experience to support and challenge the CEO, Senior Management and the Board in a positive and constructive manner. As a student led organisation it allows me to continue to mix with and see how fantastic these young people are."

## **VACANT EXTERNAL TRUSTEE POSITION x 2**

This could be you!



# OUR VISION AND VALUES

## OUR VISION

We are here to help all students to Love Exeter. We do this by shaping an excellent student experience for all students at Exeter, by empowering them to take their place in the world and to make a positive difference.

## OUR VALUES

We have three core values that everyone across the Students' Guild shares. They define the way we work and are considered in every decision we make and the behaviours that we champion and celebrate.

### **Empowering**

We speak up, and provide a platform for students to raise their voices, we help those who need support, we create opportunities for personal development, and foster greater resilience and confidence in all our people

### **Radically Inclusive**

We celebrate diversity, champion anti-oppression and equality of opportunity, and create inclusive communities for all our students

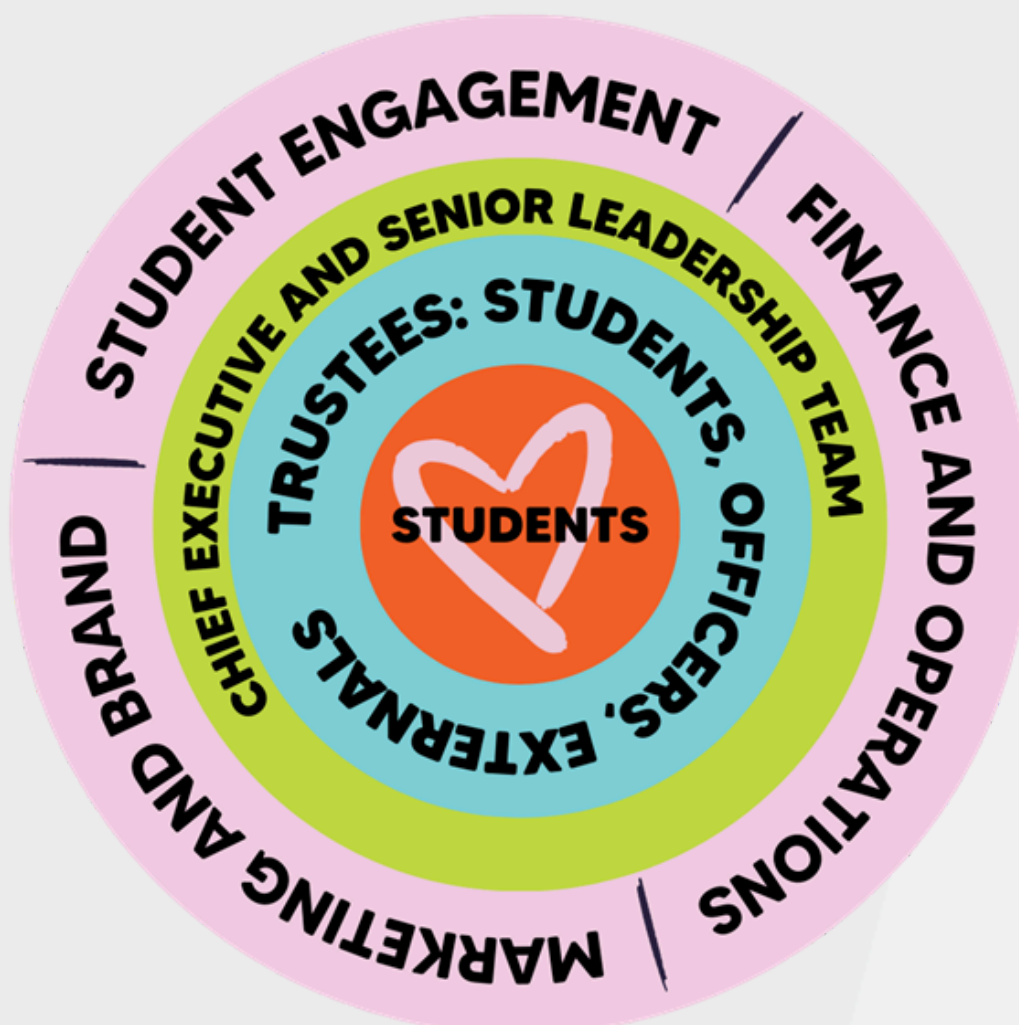
### **Collaborative**

We bring a positive attitude to partnership working in all our relationships - with students, the University and external parties

# OUR STRUCTURE

As you can see from the below, Students are at the heart of everything we do. Student voice is heard through our elected officers and student trustees shaping the direction of the Guild, in our majority student-led Trustee Board. Through the student staff that work within the organisation shaping and driving our marketing, events and insights work. Through the support of thousands of student volunteers each year leading societies and volunteering. As well as our academic reps and student advisory board model that ensures we are working collaboratively with a diverse, representative group of Exeter students to enhance the student experience.

All of the above ensures that our Board is primarily driven by students and can shape the direction of the organisation. And the Exeter Students' Guild is underpinned by our student engagement, marketing and brand, and finance and operations teams led by our CEO and senior leadership team, through delegated authority from our board.



# ABOUT THE ROLE

The University of Exeter Students' Guild is looking for **2 Trustees** to join our Board. These roles would specifically be an **External Trustee** role (a non-student Trustee role).

This is an exciting time to join the Board as we are currently in our third year of our new agile five year strategy, with the view to

The Board of Trustees has ultimate legal responsibility for the Exeter Students' Guild's work. Trustees have a vital role in overseeing the governance, finances and strategy of the Guild. It is also an exceptional opportunity to develop skills which will be valued by employers.

The student membership elect the five Officer Trustees while the **External** and Student Trustees are appointed to make sure the Board is balanced and has a good collection of skills, interests and experience.

## DUTIES AND RESPONSIBILITIES

- A commitment to Exeter Students' Guild and its values
- A commitment to the [Nolan principles of public life](#)

### Strategy and performance

- Contribute to and develop the strategy of the Guild
- Define goals and set targets for the Guild and evaluate performance against these
- Ensure the Guild is accountable to its members
- Effectively communicate with board members and make collective decisions
- Ensure the board has the skills and expertise to fulfil its role

### Compliance and Risk Management

- To ensure that the Guild pursues its charitable objectives for the public benefit
- To ensure the guild complies with charity law, company law and other relevant legislation

### Finance

- Maintain proper oversight of Guild finances ensuring stability
- Ensure the Guild uses its finances and resources exclusively to pursue its charitable objectives

## **DIVERSITY AND SKILLS**

We would like to diversify our Board in order to better represent the Exeter Students' Guild's members and their engagement with, and use of, activities and services.

Trustee decision-making will always be improved the more diverse voices are heard: discussions and debates will be richer and more insightful, and the greater understanding trustees have of the impact their decisions may have on the lives of all students will improve outcomes.

### **We seek to have a Trustee Board that possesses a mix of:**

- Technical skills
- Professional experience
- Experts with lived experience
- Balance of protected characteristics

## **TRAINING**

Trustees receive regular training including a training day every June/July with NCVO, Deep Dives into key sector issues, and 'Trustee Triplet' meetings with other trustees to talk through papers and ask questions ahead of meetings.

The successful Trustee will receive an induction from the Chief Executive and Governance Senior Coordinator, and will meet with the Chairs of the Committees to get a deep dive into the purpose of the Committees.

## **TIME COMMITMENT**

- Attending half a days training when you start the role - online or in person
- Attending a full days Trustee Training with NCVO once a year
- Attending Trustee Board meetings (3 hours, around 5 times a year) - in person
- Consider becoming a member of a Committee and attending those meetings in addition (3 hours, around 5 times a year) - online or in person
- Reading all Board and Committee papers to prepare for meetings
- Unless the term is terminated earlier in accordance with our [Articles](#), External Trustees shall remain in office for a term of up to four years
- External Trustees may serve for a maximum of two terms which may either be consecutive or non-consecutive
- Attending a Board Away Day once a year (usually held in September/October) - in person
- Attending the Student Members' Meeting once a year
- Attending Deep Dives where possible into key sector issues - online

# KEY DATES FOR 2024-2025

Below are key dates for the academic year 2024-2025. Trustee Board meetings are held in person on the University of Exeter Campus'. Our Committees have the option of being online or in person depending on your preference. Travel expenses can be claimed for journeys to and from meetings. This is to give you a better understanding of the time commitment required to be a Trustee.

## TRUSTEE BOARD

Date	Time	Location
16 October 2024 (away day)	9am – 4pm	Reed Hall, Streatham Campus
17 October 2024 (Trustee Board 1)	9.30am – 12.30pm	Streatham Campus
5 December 2024 (Trustee Board 3)	2pm – 5pm	Streatham Campus
10 March 2025 (Trustee Board 3)	2pm – 5pm	St Luke's Campus
7 July 2025 (Trustee Board 4)	2pm – 5pm	Streatham Campus

## FINANCE AND RISK COMMITTEE

Date	Time	Location
7 November 2024	1pm – 4pm	Streatham Campus/ Hybrid
6 February 2025	1pm – 4pm	Streatham Campus/ Hybrid
19 June 2025	1pm – 4pm	Streatham Campus/ Hybrid

## PEOPLE AND GOVERNANCE COMMITTEE

Date	Time	Location
14 November 2024	10am – 1pm	Streatham Campus/ Hybrid
20 February 2025	10am – 1pm	Streatham Campus/ Hybrid
22 May 2025	10am – 1pm	Streatham Campus/ Hybrid

# ELIGIBILITY

There are some legal restrictions on who can be a trustee. If you are unsure if any of the below apply to you, you may wish to seek legal advice or contact the Charity Commission, or feel free to drop us an email if you have any questions. Full details have been issued by the Charities Commission.

You must:

- Be over the age of 18 years.
- Not have an unspent conviction for one or more of the offences listed [here](#).
- Not have an IVA, debt relief order and/or a bankruptcy order.
- Not have been removed as a trustee in England, Scotland or Wales (by the Charity Commission or Office of the Scottish Charity Regulator).
- Not have been removed from being in the management or control of any body in Scotland (under relevant legislation).
- Not have been disqualified by the Charity Commission.
- Not be a disqualified company director.
- Not be a designated person for the purposes of anti-terrorism legislation.
- Not be on the sex offenders register.
- Not have been found in contempt of court for making (or causing to be made) a false statement.
- Not have been found guilty of disobedience to an order or direction of the Charity Commission.
- Do not work for/ do not receive remuneration from the Exeter Students' Guild.



# ABOUT YOU

## PERSON SPECIFICATION: EXTERNAL TRUSTEE

Trustees are essential to the effectiveness of the Students' Guild. Trustees have the ultimate legal responsibility for keeping the organisation focused on its purpose and directing the strategy (working with staff). They also have financial oversight, are responsible for resources, and are expected to ensure the organisation stays within the law.

We are looking for **2 External Trustees** to join our Trustee Board alongside 13 other Trustees made up of External Trustees, Student Trustees and Elected Officer Trustees.

The post of the External Trustee is appointed for a period of four years (one term) with the option of a second term. This role is not remunerated, however, reasonable expenses will be reimbursed.

## EXPERIENCE AND KNOWLEDGE

- A desired background / experience on the following: Higher Education Senior Leadership role, SU Senior Leadership role, or Marketing
- A good understanding of the issues affecting students in the UK and at the University of Exeter
- A desired understanding of the principles of good governance
- Awareness of the systems and structures in, and issues affecting Higher Education

## SKILLS

- The ability to ask questions and challenge the status quo.
- Sound judgement and the ability to think strategically and commercially, handle competing priorities and make informed decisions.
- Strong communication skills with the ability to build relationships with people at all levels.
- Able to respond positively to challenging situations and solve problems creatively.

## VALUES AND ATTITUDE

- A demonstrable commitment to our values.
- Strong commitment to equity, diversity and inclusion and able to engage with people from all backgrounds and at all levels.
- Passionate about working in a democratic, student led environment.

# HOW TO APPLY

To apply for this role, **please click here** to complete the application form, before the deadline: **Sunday 14th July 2024.**

You will need to have ready an up-to-date CV and will be asked to provide responses (max 300 words each) to the following questions:

- Tell us why you'd like to join the Exeter Students' Guild as a Trustee - how do your personal values align with the Guild's core values?
- What knowledge, abilities, and experience can you contribute to our Board's collective skills?
- How would your knowledge, abilities and experience add value to the Guild Trustee Board and support the staff team in achieving the vision and 5 Year Strategy?

We hope to hold interviews on the below times, therefore please make a note of these dates in your diary:

<b>Closing date for applications</b>	<b>14th July 2024</b>
<b>Panel interview</b>	<b>W/C 22nd July 2024</b>
<b>Trustee Induction (online)</b>	<b>27th August 2024</b>
<b>Training</b>	<b>29th August 2024</b>
<b>Trustee board observing</b>	<b>17th October 2024</b>

If you have any questions about the role, the application process, or the Guild please contact [dani.alexander@exeterguild.com](mailto:dani.alexander@exeterguild.com).

# ADDITIONAL READING



If you're interested in some further reading and getting to know more about the Exeter Students' Guild before applying then here are some ways you can do that:

## **Visit our website**

[Exeter Students' Guild](#)

## **Drop us an email about the role**

Ali Chambers - CEO: [alison.chambers@exeterguild.com](mailto:alison.chambers@exeterguild.com)

Dani Alexander - Governance Senior Coordinator:

[dani.alexander@exeterguild.com](mailto:dani.alexander@exeterguild.com)

## **Familiarise yourself with you Governing Documents**

The [Memorandum and Articles of Association](#) (known simply as 'the Articles') is the University of Exeter Students' Guild governing document as a company and a charity.

The [Byelaws](#) regulate in more detail what the University of Exeter Students' Guild does and how we do it.

## **Read though the [Essential Trustee Guide](#)**