



VACANCY DETAILS

Role:	Clerk to the Trustee Board
Responsible To:	Roehampton Students' Union Trustee Board
Key Contacts:	CEO, Chair of Trustee Board
Remuneration:	Negotiable

Application Deadline: Friday 17 January 2020

Overview of the role

The Clerk to the Roehampton Students' Union (RSU) Trustee Board will perform the duties of secretary and manage the business of the Boards, including; servicing Board meetings, advising Trustees and the Union's CEO on governance and compliance, and reviewing governance policies and procedures and related documentation.

Time Commitment

The Trustee Board are scheduled to meet 6 times a year. Additional Board meetings are convened as necessary. Further time commitment will be needed to fulfil other responsibilities of the role as referred to below.

Reporting and Management

The role of the Clerk will be directly managed by the Trustee Board and assisted by the CEO of the Union.

Responsibilities of the Role

- In consultation with the Chair, Chief Executive, produce a schedule of meetings and plan of business for the Trustee Board.
- Prepare, in consultation with the Chair and Chief Executive, agendas for Board meetings and co-ordinate the timely provision of supporting papers in line with the Board's requirements;
- Arrange the timely circulation of the agendas and supporting papers to Board members and the timely distribution of hard copies as required;
- Attend Board, taking minutes of them and a note of actions required; prepare timely minutes in a professional manner and in line with Charity Commission guidance, together with a note of actions to be taken;

- Seek the Chair or in the Chairs absence the Vice Chair's approval to minutes and action notes, and circulate them for confirmation to Board; arrange for minutes when confirmed to be published on the Union's website;
- Arrange for those responsible for follow-up actions from Board to be prompted as necessary;
- Co-ordinate effective liaison between the Boards
- Advise the Chair(s), CEO and other Board members on the management of Board business;
- Keep up-to-date with charity legal requirements and guidance on matters relating to governance and compliance, and advise the Board as necessary, providing appropriate briefing notes;
- Keep up-to-date with compliance requirements of the Union in their relationship with University of Roehampton, and advise the Board as necessary;
- Advise as necessary on the need for changes to terms of reference of the Board and the and any other aspects of the Board's work so as to promote effective governance;
- Support the arranging of all necessary filing at with the Charity Commission, Companies House, including changes in trustees and their details
- Maintain the Registers of Interests of Trustees of the Union and other relevant registers as required;
- Undertake such other work as might be required effectively to promote effective governance and compliance, including reviewing governance policies and procedures, assisting in the review of governing documents and risk registers, assisting in the preparation of Trustees' Annual Reports and assisting in the induction of new Trustees and Senior Managers.

How to Apply

Candidates wishing to be considered for the role are asked to submit:

- C.V.
- Covering letter outlining their suitability for the role
- Equality and Diversity Monitoring form

Applications must be submitted by e-mail to rsu@roehampton.ac.uk by 17.00 on Friday 31st January 2020.

Incomplete or late applications will not be considered.

If you would like to have an informal discussion about these roles, please contact rsu@roehampton.ac.uk or call Mark Gillespie (Interim Chief Executive) on 0208 392 3299

We look forward to hearing from you!

Roehampton Students' Union

Person Specification: Clerk to the Trustee Board

Specifications Essential Desirable

Specifications	Essential	Desirable
A willingness and capability to allocate sufficient time, on a flexible basis, to carry out effectively the duties and responsibilities of the posts;	X	
High level of administrative and organisational skills	X	
Excellent communication skills, both written and oral, with the ability to communicate effectively with people at different levels	X	
Experience of working for / supporting the secretariat functions of a corporate charity	X	
Detailed knowledge of governance and compliance requirements affecting both a corporate charity	X	
A good understanding of relevant legislation/guidance affecting the governance and compliance aspects of a corporate charity	X	
The ability to apply the above skills, environment experience and knowledge in the students' union and higher education environment	X	
Empathy with the student environment, student activities and student representational roles	X	
A good understanding of the Student Union movement		X
A good understanding of conflict of interest resolutions		X