**Job Description **

**Job Title:**  External Trustee

**Salary:** N/A Expenses paid

**Job purpose:** To ensure the Students’ Association is financially secure, has a strong strategic plan in place with its targets being achieved and ensuring the Students’ Association is complying with its Constitution, Charity Law and relevant legislation.

All Trustees must adhere to the Charity Act (Scotland) 2005 and the Trustee Schedule to the Constitution of the Students’ Association.

**Summary of Duties:**

* To oversee the performance of the Chief Executive and oversee appointments where necessary.
* To ensure the financial stability of the Students’ Association and ensure prudent and proper investment of the Charities funds.
* Act with collective and corporate responsibility within the interests of the charity.
* To ensure compliance with the Student Associations’ Constitution, Charity Regulation and other relevant legislation.
* To scrutinise the papers to the Trustees Board and provide strategic direction and monitoring of strategic direction and aims.

**General:**

* To demonstrate a commitment to the Student Associations’ Equal Opportunities Policy and how it relates to the post.
* To abide by the policies and Constitution of the Students’ Association and respect its democratic structures.
* To attend relevant networking events to maintain key relationships for the Students’ Association.
* To liaise with University management and appropriate external organisation’s.
* To portray the Students’ Association in a positive approachable manner at all times.

**Relationships Internal/External:**

**Internal**

* Sabbatical Officer
* External Trustees
* Student Trustees
* Chief Executive
* Senior Management

**External**

* University Management

**Note:**

All External trustees shall be appointed in line with the constitution.

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| **Requirements** |  |
| * Enthusiasm for the mission, vision and values of the University of the Student Association University of the West of Scotland
 | **Essential** |
| * Commitment to devoting necessary time and attention to the role of External Trustee
 | **Essential** |
| * Ability to think strategically and to focus on the ‘whole picture’
 | **Essential** |
| * Understanding of the role of External Trustee including legal responsibilities
 | **Essential** |
| * Ability to work effectively as a member of a team with diverse levels of experience
 | **Essential** |
| * Ability to make and express independent judgements-
 | **Essential** |
| * Ability to communicate effectively
 | **Essential** |
| * Adherence to Nolan’s seven principles of public life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
 | **Essential** |
| * Commitment to personal continuing professional development
 | **Desirable** |
| * Understanding of Students’ Associations/Universities or the Higher Education Sector
 | **Desirable** |
| * Experience or knowledge of the working of charities
 | **Desirable** |
| * Technical knowledge to assist management and other Trustees e.g. legal, financial expertise, human resources, marketing etc..
 | **Desirable** |

**Date:** Draft Updated August 2015