

The background features a large, abstract graphic composed of overlapping, curved shapes in white and light grey, set against a solid red background. The shapes create a sense of depth and movement, with some areas appearing to be layered or cut out.

**BOARD OF TRUSTEES  
RECRUITMENT PACK**

**Edinburgh Napier Students' Association**

# ABOUT EDINBURGH NAPIER STUDENTS' ASSOCIATION

Edinburgh Napier Students' Association (ENSA) is a students' association that represents around 14,000 Edinburgh Napier University students who are registered at the University's UK campuses. Its vision is constantly to improve the student experience and help students achieve their full potential. Visit [www.napierstudents.com](http://www.napierstudents.com) for more information.

At ENSA's core is student representation; the collective representation of students by their democratically elected peers, as well as provision of a confidential one-to-one professional advice service to individual clients.

ENSA runs Team Napier, supporting its sports clubs, student societies and related activities. It provides training for student office holders and opportunities for students to gain voluntary experience, ideally related to their field of academic study, through its VBase service. ENSA is the first Higher Education organisation in Scotland accredited to offer the Duke of Edinburgh's Award to students at Gold, Silver and Bronze levels. It runs Freshers Week and, although it is no longer in the business of running a student union bar or nightclub, it has relationships with both a city centre bar and a nightclub to provide social spaces for the students. Read our 'Engaging Students 2016' report at [www.napierstudents.com/engagingstudents](http://www.napierstudents.com/engagingstudents)

ENSA is an unincorporated association of members, which is currently investigating the possibility of incorporation, and it is a registered charity. Its Trustee Board comprises 3 elected, full-time, paid, student officers (President and 2 Vice Presidents), 2 independent student lay trustees and 4 lay trustees appointed from a range of backgrounds, ideally bringing some professional knowledge and experience to the Board.

This vacancy exists for an external lay trustee. The position is voluntary and unpaid (reasonable receipted expenses will be refunded).

## **ENSA is seeking a lay trustee who:**

1. believes in the important role that a students' association plays in the life of its members and the university community
2. can share our vision and help us achieve it
3. has some understanding of the strategic and operational challenges that face charities and students' unions/associations
4. is able and willing to contribute as a member of a team towards ENSA's good governance
5. can demonstrate a sound track record of working in the financial, business or HE sectors

## **Time Commitment:**

- 6 Board Meetings per year (including one AGM), currently these are at 6pm on a Monday
- An annual strategic planning day every July
- Other – in relation to the particular skills and knowledge you may bring/that ENSA need as required



# EXPECTATIONS OF AN ENSA TRUSTEE

## ENSA would expect that a trustee:

1. develops a clear understanding and support for ENSA's vision, mission and values and an understanding of how best to achieve these through ENSA's activities and services.
2. demonstrates a commitment to understand the role of the elected Student Executive in collective representation, and the Manager and Staff Team in service delivery and the operations, that together contribute to the achievement of the Association's mission.
3. develops, collectively with other members of the Board, a strategic overview and direction for the Association, taking into consideration the views and needs of ENSA's various stake-holders in determining the mission, vision and values of the organisation.
4. monitors, evaluates and reviews the effective management and delivery of the Association's strategy, ensuring that this is underpinned by appropriate HR, financial, and other resources and practices.
5. maintains a strategic focus and scrutiny, and does not intervene in the detail of operations management or in matters of the democratic leadership of the student body (other than electoral processes).
6. ensures that the Association remains compliant with the law, regulations, and the requirements of the charity regulator.
7. stewards ENSA's assets, their acquisition, disposal and use, including the estate; assessing risk and establishing appropriate protocols in relation to these.
8. promotes and supports ENSA and its values and activities to external partners and stake-holders and, where possible, in the wider community.
9. undertakes to hold information that is confidential to the organisation in confidence (e.g. personal, HR, or sensitive financial or commercial information) and not disclose outwith the Board.
10. attends Board meetings and prepares for them, including reading papers, playing an active part in the discussions, scrutiny and decisions of the Board, supporting its work and the collective decisions it makes, and playing a part in enacting decisions.
11. maintains objectivity and independence, acting selflessly and with a sense of personal integrity and honesty in relation to the questions asked and proposals made.
12. avoids any conflict of interest, or the appearance of such a conflict, and takes personal responsibility to disclose any possible conflicts to the Board in terms of financial, business, or personal relationships.
13. acts for ENSA in their capacity as trustee and does not provide to another charity or organisation any inside information, knowledge or other resource from ENSA (e.g. of possible funding bids) that may disadvantage ENSA, especially in relation to other charities/organisations.
14. upholds OSCR standards on governorship.