

President

To run for this role, you must meet the following requirements:

- Be a student at Queen Mary in 2024/25

Queen Mary Students' Union is a democratic membership organisation that is the voice of all Queen Mary students. The Students' Union ensures that the University and the wider community are listening to what students need and works together to improve students' experience. The Students' Union is led by students across Queen Mary University of London. All students at Queen Mary University of London are automatically members of the Students' Union.

The President sits within the Executive Officer Team in the Students' Union. The Executive Team is made up of six officers, which include the President, Vice President Welfare, Vice President Communities, Vice President Humanities and Social Science, Vice President Science and Engineering and Vice President Barts and The London. Members of the team work closely with staff across the Students' Union and with other student representatives to ensure the views and needs of our membership are represented.

This is a key role within the Students' Union responsible for the leadership and direction of the organisation and effective representation of students to the University and beyond. You will be the key spokesperson for the Students' Union, and you will oversee the financial, legal and strategic activity of the organisation, through the role as chair of the Students' Union Trustee Board.

Responsibilities:

- Represent students at all levels of study to the University and beyond across a range of issues, contributing to and influencing the provision, policies and strategies through both participation in committees and more informal meetings with key University staff.
- As Trustee: attending the Board of Trustees, ensuring the Union is compliant with the law, Articles of Associations and Byelaws. Governing it as well as making sure the Union is financially stable, efficient and sustainable.
- Attend relevant meetings within the Students' Union and the university (see list of compulsory meetings below)
- Contribute to and influence University strategies both through participation in committees and through more informal meetings with key University staff to ensure that student interests are effectively represented.
- Liaise and work with external and internal stakeholders, including Students' Union members and staff, Queen Mary University of London and external organisations such as the National Union of Students (NUS) to successfully deliver projects, policy and campaigns.
- Ensure that members of the Students' Union are engaged with and involved in developing and implementing your projects, policies and campaigns, consulting with students to represent their views and act on issues affecting them.
- Work closely with the other Executive Officers on campaigns. Some of these may relate to Executive Officers' objectives, but many are often reactive, depending on issues that arise throughout the year.
- Act as Spokesperson for the Students' Union. Uphold and advance the reputation of the organisation, attending and speaking at Queen Mary, University of London events and ceremonies as appropriate e.g. welcome talks, open days and graduation.

- Lead on the development of the Union in conjunction with the CEO, covering areas such as Student Groups and Activities, Commercial Services and Sustainability.
- Respond to all formal complaints made to the Students' Union.
- Provide regular updates on your work to the students you represent

Responsibilities as a Trustee:

- You will chair the Board of Trustees meetings, which happen quarterly and maintains overall responsibility of the Board. You will work alongside the work of the CEO and Senior Management Team.
- You will play a significant role in governance of the organisation, helping to give the organisation strategic direction through actively participating in Board meetings and monitoring the implementation of decisions taken by the board.
- You will ensure that the organisation complies with its constitution, charity law, company law and other relevant legislation.
- You will monitor and assess the organisation's work in relation to the agreed strategy and budget

Training:

You'll receive full training for your role, including training on:

- How the Students' Union works
- How to create change
- Inclusive leadership
- Effective representation
- Anything else the role of Student Council member requires

You'll also get access individual project planning sessions and project support from your staff support.

Extensive training and support will be provided to ensure that you are fully equipped for the role. Training is provided by the Students' Union and NUS. Newly elected Executive Officers are required to attend the changeover and induction period which takes place during the final two weeks of July and is followed by further training during the summer period. Union Staff will support you in your role. Newly elected Executive Officers should check with Students' Union staff prior to making summer vacation arrangements as a lot of training is scheduled over the summer period. Additional training and ongoing support is provided throughout the academic year.

Key relationships:

- Students' Union: Executive Officers, Senior Management Team, Student Voice Team, and Communications and Marketing Team
- Members: Student representatives, student groups and students in general.
- University: Working closely with Principal, Vice Principal Education, University College Council, Professional services as well as other relevant teams, particularly those whose roles impact on education and student experience at Queen Mary University of London.

- External Organisations: National Union of Students' (NUS) Officers; national and local student media and your counterparts at other institutions.
- Any other meetings or groups deemed appropriate.

Skills you will develop

- Chairing meetings
- Inclusive leadership
- Campaigning for change
- Organisation and prioritisation
- Leading and developing campaigns for change
- Negotiation and bargaining
- Communication
- Project Management
- Public Speaking
- Team Working
- Time Management
- Event planning and delivery

Contract

- Salary: £30,000+
- Duration: Fixed term – 12 Months, you can take a break in studies, or start on completion of your studies. Executive Officers will start mid-July 2025 (date TBC) for a full training programme, during which time Executive Officers will be paid student staff rate. The Executive Officers officially take office from 1st August 2025 to 31st July 2026.*
- Location: Based in Mile End Students' Union Hub, The post holder may be required to work at or from any of the QMUL Campuses.
- *If an Executive Officer has educational commitments, which extend past this date, appropriate arrangements may be made between the Executive Officer, their school and the Students' Union to adjust these dates.

Additional information about being a trustee of QMSU

The Board of Trustees has overall responsibility for the management and administration of the Students' Union, which is delegated on a day-to-day basis to the Chief Executive Officer and the Students' Union staff team.

The role of Trustee is threefold; to provide leadership to the Students' Union through governance, to be the strategic partner for the Students' Union management and fulfil their responsibilities under the law in safeguarding the Students' Union's resources. The Trustees have ultimate liability for the Students' Union.

Membership of the Board of Trustees

The Board of Trustees has up to 18 members, some of which are existing students, some are the Executive Officers and some are external to the Students' Union and its membership.

The membership of the Board of Trustees includes:

- 6 Executive Officer Trustees (elected)
 - These are the President and five Vice Presidents of the Students' Union.
- 6 Student Trustees (elected)
 - These are elected on two year terms and must be fulfilled by a current student. If someone stops being a student during those two years they will no longer be a member of the Board of Trustees.
- 6 External Trustees (appointed)
 - These are people external who are external to the Students' Union and its membership and are recruited for their expertise.

Responsibilities of the Board of Trustees

The responsibilities of the Board of Trustees are to:

- Ensure that the Students' Union has a clear vision, mission and strategic direction and is focused on achieving these.
- Be responsible for the performance of the Students' Union and for its behaviour.
- Ensure that the Students' Union complies with all legal and regulatory requirements.
- Act as guardians of the Students' Union's assets, both tangible and intangible, taking due care over their security, deployment and proper application.
- Ensure that the Students' Union's governance is of the highest possible standard.

What is a Trustee?

The information below outlines the responsibilities you would have as an Executive Officer Trustee or Student Trustee of the Students' Union. To run for any Trustee position you need to complete a Trustee declaration form, this is included with the nomination form.

- Charity trustees are the people who serve on the governing body of a charity. They may be known as trustees, directors, board members, governors or committee members. The principles and main duties are the same in all cases.
- Trustees have and must accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

Compliance – Trustees must:

- Ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law.
- Ensure that the charity does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity.
- Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

Duty of prudence – Trustees must:

- Ensure that the charity is and will remain solvent.
- Use charitable funds and assets reasonably, and only in furtherance of the charity's objects.
- Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk.
- Take special care when investing the funds of the charity, or borrowing funds for the charity to use.

Duty of care – Trustees must:

- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient.
- Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.

For further information on being a Trustee please visit <http://www.charitycommission.gov.uk>