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**Discovery Student Volunteering Swansea**

**Student Trustee**

**Application Pack**

**2024**

**IMAGE**

**Discovery Student Volunteering Swansea, Student Trustees**

All charities must have trustees. They oversee the work of the charity and have ultimate legal responsibility for it. The amount of hands on work they do varies and often depends on the size of the charity and the number of staff it employs.

Being a trustee of a charity is an amazing opportunity, not many people get to do it and very few can do it when they are studying at University. You get a very real and meaningful say in the direction of the Discovery Student Volunteering Swansea; you volunteer alongside dedicated staff to make our amazing Charity a success; you gain some brilliant skills and experiences that will enhance your CV and future job applications;

you receive excellent training to help you in your role; you experience the realities of running a charity and you are part of making a significant difference to the community of Swansea.

Being a student trustee requires your time and commitment, it can be challenging and you may have to make difficult decisions, staff and non-student trustees will be there to support you but all trustees are expected to step up and share the responsibilities. Discovery SVS also has non student trustees, most of these are University staff and 1 is a community representative. Alongside the staff they support the student trustees at every stage.

**All trustees are responsible for;**

Financial and Legal

* Trustees are legally and financially responsible, and should be aware of the implications
* Trustees should be aware of DISCOVERY policies and ensure that these are implemented
* Trustees should allocate funds responsibly, and be aware of their accountability
* Trustees will take a lead in fundraising for the charity
* Trustees are responsible for the employment of the staff in DISCOVERY

Office Admin

• Ensure that the office is always staffed within office hours, providing cover if needed

• Ensure that all systems within the office are functioning

• Create a welcoming atmosphere

• Ensure a good working environment

General Responsibilities

• Offer support and advice to all members of DISCOVERY and liaise with staff

• Attendance at appropriate meetings and training

• Represent DISCOVERY and actively promote the principles, aims, and objectives of the organisation

• Influence the direction and forward planning of DISCOVERY

• Assist in recruitment of volunteers and staff wherever necessary

Meetings

* You will attend a minimum of 5 full board of trustee meetings a year
* You will also be part of sub groups that oversee specific areas of work the number of meeting will vary but will be at least as frequent as the full board meetings. There will be work relating to your sub group that you will need to do between meetings. Trustees usually chose sub groups according to their skills and experience or in areas they particularly want to learn about. You can expect to attend about 1 meeting a month with some extra meeting and tasks to do around them.

**Current subgroups**

Staffing and Management

Service to Volunteers

Servies to the Community

Media and Publicity

Fundraising

Finance

Health, Safety and Policy

**Specific roles**

You can stand for election as a trustee, some people also stand for election to a specific role. These are President, Treasurer, Secretary. Discovery also has a Vice President who is chosen by the board once they are elected.

**President**

* Is the ‘face’ of Discovery, representing Discovery around the University and in Swansea
* Works closely with the Chair of the Board of Trustees and the Director to take a lead in planning, decisions around staff and other key issues
* Keeps up to date with activities in the organisation
* Represents Discovery University wide meetings and events
* Leads board meetings by taking the role of chairperson, this means making sure that everyone has the opportunity to speak, that all agenda points are covered, appropriate decisions are made
* Supports the rest of the student trustees, ensures they all understand their roles and responsibilities and challenges them appropriately if they are not fulfilling their commitments
* Shares full trustee responsibilities, including legal liabilities
* Agrees the agenda for the Board of trustee meetings and ensures that the Secretary sends it out

**Desirable skills:** leadership, team worker, public speaking, organisation, motivating others.

**Treasurer**

* Understands how money is spent and is aware on all funding pots.
* Produces financial reports for the Board of Trustees meetings.
* Works closely with the Director and the non-student Treasurer.
* Identifies shortfalls in funding and supports funding applications and fundraising
* Checks and ensures the legal requirements of fundraising are adhered to
* Organises and chairs finance meetings
* Shares full trustee responsibilities, including legal liabilities

**Desirable skills:** knowledge of financial systems, organisation, budgeting, team worker.

**Secretary**

* Responsible for minute taking in meetings and distribution of minutes and the agenda.
* Collect and compile minutes from all sub groups meetings
* Organises the administrative side of the trustee board such as keeping contact lists up to date
* Ensures thats venues and refreshments for meetings are organise
* Coordinates social events for trustees
* Shares full trustee responsibilities, including legal liabilities

**Desirable skills:** organisation, communication, team working, good administration skills

**How to apply**

1. Look at our website and Facebook page, ask to see our Annual Report, talk to current student volunteers, project co-ordinators, trustees or staff. Even if you already know a lot about Discovery find out something new.
2. Complete the application form below and return it to [Discovery@swansea.ac.uk](mailto:Discovery@swansea.ac.uk) with Trustee application as the subject line Friday 19th April 10am
3. If you have any specific questions about being a trustee you can talk to staff, email us, contact us on Facebook or pop in. Or you can find a current trustee and ask them, ask the staff if you would like to be put in touch.
4. All new trustees are voted in at our Annual General meeting (AGM). We will share the statement you write in your application with all of our student volunteers so that they can vote.

**A bit more info about being a trustee**

**Trustees’ duties at a glance**

**Abridged from** [**https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do#trustees-duties-at-a-glance**](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do#trustees-duties-at-a-glance)

**Ensure your charity is carrying out its purposes for the public benefit**

This means trustees must make sure that the charity is doing what it was set up to do so you should;

* Make sure you understand the charity’s purposes as set out in its governing document
* Work with staff to plan what we will do and how we will spend our money or raise money we need.

**Comply with your charity’s governing document and the law**

You and your co-trustees must:

* Make sure that we do what our constitution says we will and that we don’t break the law

**Act in your charity’s best interests**

You must:

* Make the best decision you can for the charity
* Think about the long term as well as the short term
* Avoid putting yourself in a position where your duty to your charity conflicts with your personal interests or loyalty to any other person or organisation

**Manage your charity’s resources responsibly**

You must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. You and your co-trustees must:

* Make sure money is spent properly
* If money has been given or raised for a specific purpose then make sure it is spent for that purpose
* Make sure that the charity does not promise to do more that is realistic

**Act with reasonable care and skill**

As someone responsible for governing a charity, you:

* Must use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary
* Should give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees’ meetings

**Ensure your charity is accountable**

You and your co-trustees must comply with statutory accounting and reporting requirements. You should also:

* Be able to demonstrate that your charity is complying with the law, well run and effective, staff will support you with this and take a lead in making sure it happens.

**What do previous trustees say about it?**

‘’As a trustee, I was able to gain an in depth knowledge on the Charity which led to a greater appreciation of the work Discovery does and has helped nurture my passion for helping others!’’

‘’Being a trustee has taught me more about how a charity works and it has been great to increase my sense of responsibility for something important and worthwhile.’’

‘’Becoming a student trustee allowed me to gain a further understanding of how the charity operates, it gave me a platform to learn new skills and build on current skills and most importantly meet some truly incredible people :)’’

‘’Being a student trustee has allowed me to expand my experience and develop my professional skills. It has also allowed me to supplement my degree, meet new people and have new experiences’’

‘’Being student president has had its challenges but they have definitely been outweighed by the successes of the year. The positivity and support of all the Board of Trustees has made the experience even more enjoyable. I have seen myself grow as a person over the year, Discovery has become a big part of my life’’

‘’As a student trustee, I was able to develop new skills, learn more about the structure of the charity and supporting each other in different areas.’’

‘’Being a student trustee has helped me gain confidence, learn and practice new skills, be bold enough to take on new challenges and it has also provided me with a sense of purpose by helping others.’’

‘’Being a Student Trustee has been one of the best experiences of University so far. It has helped me grow and develop as a person and learn skills vital for the future. Having the chance to be involved in such an amazing charity and learn more about how it functions makes me love Discovery and the work it does more and more each day Anyone who wishes to become a better and more fulfilled version of themselves – become a trustee!’’

**Discovery Student Volunteering Swansea**

**Student Trustee Application Form**

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| --- | --- | --- | --- | --- |
| **Name:** | |  | | |
| **Student number:** | |  | | |
| **What are you studying and what year are you in:** | |  | | |
| **Email address:** | |  | | |
| **Phone number:** | |  | | |
| **Are you a current Discovery volunteer?** | |  | | |
| **Can you commit to being in the role from June 2024 to at least June 2025**  If you want to you can stay in role for 3 years but you are expected to commit and attend all meetings for a minimum of 1 year.  If you decide to stay in role after this time then you must continue to attend all meetings. | |  | | |
| **Are you interested in applying for a specific role on the committee?**  You can select more than one and we recommend selecting no role as well as any specific role so that if you are not elected for a specific role you can still be elected as a general trustee. | | | | |
| President | Treasurer | | Secretary | No specific role |
| **Why are you interested in being a trustee?**  This will be shared publicly and with all our volunteers and used as a basis for their vote. So please make sure you tell us why you would like to be a trustee for Discovery and what skills and experience you can bring to the role e.g., volunteering experience, organisation skills, interpersonal skills, why you are passionate about serving our charity in this way.  If you are applying for a specific role also tell us why you are interested in this role. | | | | |
| **500 words:** | | | | |
| **What do you know about Discovery SVS?** We include this to make sure prospective trustees understand what they are getting involved in. | | | | |
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Please return this form to [Discovery@swansea.ac.uk](mailto:Discovery@swansea.ac.uk) with Trustee application as the subject line by Friday 19th April 10am

If you have any queries in the meantime contact [Discovery@swansea.ac.uk](mailto:Discovery@swansea.ac.uk) and one of our current trustees will try their best to help you.