

Student Trustee Role Description

Purpose: To be collectively responsible for the governance of People & Planet and ensure it is effectively and properly managed.

Duration: 2 years from July to July with elections taking place in February each year.

Salary: Voluntary. All reasonable food and travel expenses covered.

Background

People & Planet's goal is that a generation of student activists will be a force for change in achieving global and environmental justice. We will achieve our goal by:

- supporting and inspiring students to develop the knowledge, skills, confidence and conviction that they can make a difference
- bringing about long-lasting change, in policies and practices, by campaigning and collective action

We work with the largest campaign network of student groups in schools, college and universities in the UK.

The Board of trustees meet every quarter, which means 4 times a year. Usually this is one weekend day in March, June/July, October and December. The Board of trustees currently has 6 student members and up to 5 non-student members with skills and experience relating to campaigning, fundraising, human resources and management. The student members are elected for 2 year terms on an annual basis, with 3 members retiring each year. The non-student members are selected on the basis of their skills, experience and networks.

Commitment

Standing a trustee is a serious matter, having legal duties and responsibilities which if not carried out properly can damage the People & Planet both reputationally and financially. Consequently we would expect that anyone elected would;

- Commit to being present at the 4 meetings per year and makes every effort to attend.
- Aim to be present for a handover meeting in March each year, and for the induction training.
- Commit to responding to emails/phone calls which concern them from the rest of the board or from the staff team, and to providing personal information required by our regulations.
- Make every effort to complete action points or pass them onto another member of the board.

Support

You will be given full support and training for this role. Each student trustee has a member of staff from the People & Planet support office who is their buddy. Buddies will be in touch before and after every meeting and are there if you have any questions or concerns.

Induction training happens at the start of your role. You'll be trained on everything you might need to know to do the role, and will have the chance to ask any questions and raise issues before you start.

Person Specification

Essential:

- Must be a current student (full or part-time) at a UK, Northern Ireland or Irish Further or Higher Education institution when you stand for nominations
- Commitment to the organisation and readiness to be pro-active in promoting People & Planet
- Willingness to devote the necessary time and effort including giving time beyond meetings if available and being ready to make an occasional contribution to specific pieces of work.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team

Desirable:

- Strategic vision and ability to think creatively
- Good, independent judgement
- Willingness to speak their mind

Formal duties

- To ensure that the organisation complies with charity law, company law and any other relevant legislation or regulations
- Attend quarterly planning meetings which means attending 4 meetings a year on a weekend day. These are usually in March, June/July, October and December and all expenses are repaid
- To ensure that the organisation pursues its objectives as defined in its governing document
- To contribute actively to the strategic direction of the organisation and approving key organisational
- To safeguard the good name and values of the organisation
- To oversee the effective and efficient administration of the organisation and that People & Planet has the systems and capacity to provide proper accounts to all funders and regulatory authorities
- To ensure the financial stability of the organisation and approve the annual budget and to monitor and evaluate performance against approved plans and budgets
- To be responsible for the management of the risks associated with the operations of the organisation and ensuring that appropriate policies, procedures and systems are in place

How to apply

Student trustees are elected by students in the People & Planet network. Nominations for Student Trustee are open all year round, you can withdraw your application at any point. Nominations normally close in January and voting begins in February.

To nominate yourself, go to our website at <https://peopleandplanet.org/network/democracy> and fill in the nomination form.