

Trustee Role Description and Information - Keele Postgraduate Association (KPA)

Background

The KPA is a registered charity (No. 1143888) and is one of only three known students' unions in the UK that are dedicated solely to representing and promoting the interests of postgraduates. More details about our organisation can be found on our website at www.kpa.org.uk

Our charitable objects, for the benefit of registered postgraduates studying at Keele University, are as follows:

1. to relieve financial hardship
2. to advance education
3. to promote and protect good health
4. to provide facilities for recreation and leisure time occupation of those who have need of such facilities in the interests of social welfare, with the object of improving their condition of life

Our activities focus on the following key areas:

- Postgraduate student representation and welfare / safeguarding
- Raising awareness and campaigning on postgraduate student issues, both locally and nationally
- Providing events and entertainment for postgraduate students at Keele
- Raising the profile of postgraduate education at Keele
- Fostering a sense of a postgraduate community at Keele

The benefits of becoming a KPA Trustee

- The opportunity to work with a committed and dynamic team of elected officers and staff
- The opportunity to lead, develop and grow a small charitable organisation with a turnover of just under £400,000 (2016-17)
- The opportunity to work in an organisation where 50% of the trustees are usually under 30 (according to the Charity Commission, only 2% of trustees nationally are in this age bracket)
- The opportunity to help make an impact to the experience of postgraduate students at Keele University.
- The opportunity to mentor our elected officers and help them to develop
- Reimbursement of reasonable out-of-pocket travel expenses
- A full Induction Programme is provided
- Free training on the responsibilities involved in being the trustee of a students' union is provided
- Other free training opportunities will be identified throughout the term

What we are looking for

- We are especially keen to recruit trustees from groups that are under-represented on our current trustee board; **particularly women and / or people from a BAME background**
- We are seeking to appoint **two** new trustees in this recruitment round, with the possibility of a third starting in 12 months' time
- Our Constitution dictates that each term of office is four years, with the option to do a maximum of two terms

- Applications from people with specific expertise around **charity governance and / or charity law** would be of particular interest, but these are not essential

Essential Qualities

- Able and willing to commit to 5 trustee meetings per year, availability to respond to emails, availability to attend Induction and any required training sessions
- A keen interest in leading the development and growth of the organisation
- A basic understanding of the responsibilities of a charity trustee (training will be provided)
- A willingness to participate in training
- An interest in the KPA as an organisation
- Financial awareness
- A willingness to ask questions and challenge

Desirable Qualities:

- Time to spend with officers and staff on specific issues where trustee input is needed e.g. policy development, attending events run by the KPA, being prepared to speak to the membership as a Trustee, as and when required
- Understanding of the Higher Education sector and students' unions
- Understanding of the specific needs and situation of the postgraduate community
- An interest in supporting the officer trustees in their development, helping them to improve both their performance in their current roles and their future employability prospects

What to do next

- If you have any questions about becoming a KPA Trustee, please contact the President and Chair of Trustees, Ieuan Smith at kpa.chair@keele.ac.uk or telephone him on 01782-734227
- If you would like to be considered for one of the vacant positions, please complete the online form which can be found at: <https://goo.gl/forms/OSEIHoGGW520f1lw2>
- In addition, please send a recent CV, if available, via email to kpa.coordinator@keele.ac.uk

Thank you for your interest in becoming a KPA Trustee

April 2018