



Imperial College Union Board of Trustees

23/05/2018

AGENDA ITEM NO.	
TITLE	Union President Report
AUTHOR	Alex Chippy Compton, Union President
EXECUTIVE SUMMARY	A report on my work including: -Constitution & Bye-Laws (separate papers) - Appointed Student Trustee Criteria (for information) -Board Policy Update
PURPOSE	To update Board on my work and allow for discussion of Governing Documents and proposed policy plans
DECISION/ACTION REQUIRED	No decision required- a discussion item only

Governance & democracy review

- The governing documents have been completed however Union Council on 15 May was not quorate and so the documents have not been approved
- I have provided the documents for Board circulation. Please let me know if you have any comments. Governance Committee are discussing the documents on 17 May
- I will be proposing an Extraordinary Council Meeting in which to approve the Constitution & Bye-Laws which will be presented for approval to Board on 28 June
- Governance Committee will be discussing on 17 May the longer term plan for governance and I hope to provide Board with an update on 28 June

Wellbeing strategy

- College has agreed to a wellbeing strategy which has the backing of Provost's Board. Fintan presented more on this at the Board residential and updated Union Council on 15 May.

Year-round democracy

- There is a separate paper reviewing this year's Leadership Elections. I believe that the change to the timeline was better for candidates and hope that, with a few small amendments, a shorter campaigning period will be continued in future years.

Appointed Student Trustee Criteria

The Board of Trustees, the most senior governing body of Imperial College Union is recruiting two appointed Student Trustees.

The board provides the strategic direction and vision of the organisation. It ensures that we are working towards *Our Strategy 2017-20*, and verifies that our staff and student leaders are conducting their activities safely and legally. It also approves Imperial College Union's annual budget and examines its financial performance, issuing our annual reports.

The Board of Trustees comprises:

1. The five Officer Trustees
2. Two elected Student Trustees
3. Two appointed Student Trustees
4. The Union Council Chair
5. Four External Trustees
6. One Alumni Trustee

External Trustees are selected from industry and academia for their expertise, external viewpoint and experience.

The Board of Trustees meets six times per year. It also has four subcommittees, which are responsible for managing particular areas of the charity in greater detail. The subcommittees are:

- Appointments & Remuneration
- Communications
- Finance & Risk
- Governance

Our Student Trustees are expected to attend all meetings of the board, and of one of the subcommittees. Each subcommittee meets about 4 times a year. The time commitment for this post is expected to be at least 7 days per annum plus preparation time, including attendance at all Board of Trustee meetings (1/2 day each, 6 per annum), membership of one Board Subcommittee (1/4 day each, approximately 4 meetings per annum), attendance at annual

trustee away day and residential (3 days per annum) and optional attendance at other events, meetings and planning days as required.

Student Trustees are in post for one year, from the date of appointment by the Board, and can be reappointed.

Becoming a Student Trustee is an invaluable opportunity to gather real-life experience in a high performing and complex organisation at the most senior level. Your time on Board will give you a chance to develop your strategic thinking capabilities, understanding effective governance and its purpose as well as oversight of commercial and financial operations, communications strategy and human resources management of a £9 million turnover charity. You will learn how to play a meaningful role, help shape the direction of the Union and develop your critical business thinking skills.

You will be paired with an external trustee with 20+ experience in their field to mentor and support you through your term. They will support your personal development and any projects you want to drive forward during your time as a trustee.

Key responsibilities

Trustees are accountable for delivering the responsibilities detailed in the Constitution & Bye-Laws and Board of Trustees Policy. All Trustees have a duty to:

- Ensure that Imperial College Union acts in accordance with its charitable objects, constitution and other guiding documents and remains true to its Mission, Vision and Values
- Help Imperial College Union achieve its objectives and improves the lives of its members
- Ensure that Imperial College Union complies with all relevant legislation and regulations, including relevant Charities Acts and Education Acts, and related regulatory requirements
- Ensure that Imperial College Union does not undertake activities that put its financial stability, members or reputation at undue risk
- Work with other Trustees, staff and volunteers in a constructive manner and for the greater good of the Union
- Participate fully in Board meetings and join one of the Board's subcommittees
- Use their personal skills and experience to ensure Imperial College Union is well run and efficient
- Seek professional external advice where there may be material risk to the Union or where the Trustees may be in breach of their duties, or at any other appropriate moment
- Add value to the Board and the Union through generating ideas, challenging the status quo, broadening thinking and supporting and promoting innovation and creativity

To find out more about this role, you can contact one of the current Student Trustees:

Eric Suen: ho.suen14@imperial.ac.uk

Thomas Waite: thomas.waite14@imperial.ac.uk

Lynn Zheng: lingru.zheng10@imperial.ac.uk

When applying, you must meet and/or demonstrate the following criteria:

- A current and continuing student of Imperial College London
- Understanding of the issues affecting students in the UK and at Imperial College London, particularly those with [protected characteristics](#) or under-represented groups at Imperial.

- Awareness of the systems and structures in, and issues affecting, Higher Education
- Understanding of, and passion for, the students' union movement
- The ability to challenge the status quo, test perceived wisdom and question authority
- An interest in strategic planning and governance
- Strong communication skills with the ability to relate to and communicate effectively with people at all levels
- A leader on equality of opportunity who values diversity and removes barriers to equality
- An excellent role model who promotes the highest standards of probity, integrity and honesty

Board of Trustees Lapsed Policies

Below is an update on Board policies. Many of these are being finalised by current Officer Trustees with the relevant staff. Due to timings, many of these will need to be presented at the first subcommittee meetings of the next academic year. This will be handed over to the incoming Officer Trustee team.

Moving forward, I propose that each policy sits with the relevant SMG member. Currently I have been reporting to Governance Committee and Board on policies and am working to get them all reviewed and updated. Moving forward, I do not think this should sit with an Officer Trustee.

The review of these policies should be built into the forward agenda of board/subcommittees. The maintenance of Board policies should sit with Governance Committee overall however a list of all board policies and their date of last review should be circulated as part of the Board pack every meeting.

Policy	Action	Suggestion moving forward	Lead
Associate Membership Policy	Renewed at February Board	Review every three years at Appointments & Remuneration	Head of Student Experience
Complaints & Discipline Policy	Being reviewed and re-written by Union President	Review every three years by Governance Committee - First review in 18/19 after evaluation of new policy and guidance	Head of Student Voice & Communication
CSP Budgeting Mission Statement	DPCS to review based on updated CSP and CSP Budgeting Policy - To be presented at May Board as part of DPCS report	Review every three years by Board	Head of Student Experience
Felix Policy	This requires updating but falls under the Felix review and should be discussed at Communications Committee	Review every three years by Communications Committee	Head of Student Voice & Communications
Freedom of Speech and Events Approval	President and DPCS to confirm updates with Activities Team	Review every three years by Board	Head of Student Experience
Health & Safety Policy	Head of Finance & Resources has updated- to be taken to final Health & Safety Committee before June Board	Annual review at F&R with input from Health & Safety Committee	Head of Finance & Resources
Members Aged Under 18 Policy	For presentation at June Board	Review every three years by Board	Head of Student Experience
Reserves Policy	Should be annually reviewed at Finance & Risk Committee	Annual renewal at F&R	Head of Finance & Resources

Retailing of Alcohol Policy	Should be annually reviewed- DPFS to present to (June) Board after discussion at Finance & Risk Committee	Annual renewal at F&R	Head of Commercial Services
Sabbatical Accommodation Policy	For discussion at Appointment & Remunerations Committee - Is no longer active policy	N/A	N/A
Staff Student Protocol	For discussion at Governance Committee	Review every three years by Governance Committee	Head of Finance & Resources
Volunteers Policy	President and Council Chair to present to Board after consultation with Union Council members	Review every three years by Board	Head of Student Experience
Web Policy	Requires updating - Currently being updated by systems manager and DPFS	Annual renewal at F&R	Head of Finance & Resources