



Coventry University Students' Union

Chair of Trustees

Role Profile

Remuneration: Voluntary (expenses are provided for costs incurred because of business undertaken on behalf of the Students' Union)

Term: 3-year term with the opportunity to continue for an additional term, subject to approval

Purpose

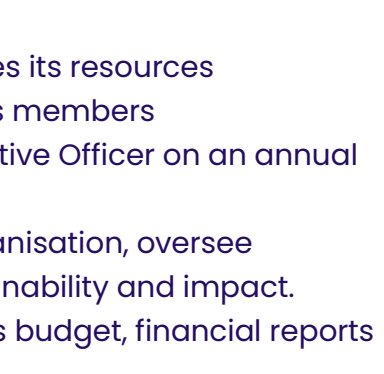
The Chair of Trustees provides leadership and direction to the Board of Trustees, ensuring the charity's governance is effective and aligned with its mission.

The Chair works closely with the Chief Executive and other trustees to provide independent oversight, strategic guidance, and governance support to the Students' Union, ensuring that it operates in accordance with its mission, values, and legal obligations.

With the Board of Trustees, the Chair is responsible for setting the strategic direction of the Union, monitoring performance, and ensuring the effective use of resources for the benefit of the student body.

Main Duties and Responsibilities

1. To ensure CUSU:
 - a. Complies with its governing documents, charity law, company law and any other relevant legislation or regulations
 - b. Exclusively uses its resources in pursuit of its objectives
 - c. Provides equal opportunity across the multiple locations of Coventry University Group.
2. To regularly evaluate:
 - a. The organisations effectiveness in achieving objectives

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- b. Financial sustainability of the organisation
 - c. The efficiency of how the Students' Union uses its resources
 - d. The overall effectiveness of the board and its members
 - e. The role and performance of the Chief Executive Officer on an annual basis
3. Responsible for setting the strategic goals of the organisation, oversee operations, and ensure the charity's long-term sustainability and impact.
 4. Responsible for reviewing and approving the charity's budget, financial reports and audits.
 5. Responsible for identifying and mitigating financial risks, ensuring effective controls, and maintaining sound reserves, ensuring the long-term financial security of the Students' Union.
 6. To contribute actively to Board discussions, using expertise, knowledge, skills or experience to help reach consensus and make decisions.
 7. To participate in hearing specific HR and/or membership discipline cases.
 8. To be a role model and advocate for Your SU, embodying the values of the Union and promoting the interests of our members on a local, national and international platform.

In addition to the usual responsibilities of an External Trustee (listed above), the Chair of Trustee is also responsible for:

1. Lead and chair Board meetings, ensuring effective decision-making and that all voices are heard.
2. Provide support, guidance, and oversight to the Chief Executive and senior leadership team.
3. Foster a culture of transparency, accountability, and collaboration within the Board and the charity.
4. Oversee the performance and development of the Board, including trustee recruitment, induction, and succession planning.
5. Ensure the charity remains focused on its mission and goals, adapting to changing needs and challenges and remains compliant with legal, regulatory, and financial requirements.

I have read, understood and agree to the above duties.

Signed:

Date:

Print Name:



Person Specification and Shortlisting Criteria

Chair of Trustees

Essential to have qualification and/or demonstrable experience in **one or more** of:

- Finance and Risk Management
- Legal and Compliance
- **Governance/Board Experience**
- HR/People Management/Employment Law
- **Leadership**
- Health & Safety
- Project Management
- Marketing / Communications / PR
- Safeguarding
- **Relevant industry experience e.g.**
 - Education (ideally, HE sector)
 - **Charitable Sector**
 - Representation / Advocacy / Campaigning
 - Sports Management

Knowledge or awareness of Students' Unions or membership organisations is also highly advantageous.

Skills / experiences highlighted in **bold** are essential criteria for this role.

Essential personal characteristics:

This is a list of personal characteristics that will be needed to be successful in the role. It is provided for your information to help you decide on whether the role suits you and the skills that we will be keen to see demonstrated at interview:

- Professional Integrity
- Ability to think strategically and make informed decisions
- Ability to think creatively and challenge constructively
- Excellent communication skills – verbal and written
- Skilled in stakeholder engagement
- Genuine Interest and commitment to our mission
- Good understanding and awareness of equal opportunity and diversity
- Willingness to champion the Union's values of being Helpful, Inclusive and Ethical