

Bye-Law 4

Trustee Roles and Responsibilities

To be read in conjunction with:

- Memorandum and Articles of Association of Reading University Students' Union (Constitution) and its Bye-Laws
- Charity Commission Guidance
- Education Act 1994

Context

RUSU is a students' union within the meaning of the Education Act 1994.

RUSU is a registered Charity with the Charity Number 1158523

RUSU Trustee Board is comprised of:

- 5 Officer Trustees
- 4 Student Trustees
- 4 External Trustees – 2 appointed and 2 elected

All Trustees have equal responsibility and influence and all must adhere to Charity Commission guidelines on trusteeship.

The Officer Trustees also have a paid portfolio based role within the organisation in addition to their unpaid Trustee role.

1. Trustees' Main Duties

1.1 Ensure that RUSU is carrying out its purposes for the public benefit

The objects of RUSU are the advancement of education of students at the University of Reading for the public benefit by:

- Promoting the interests and welfare of students during their course of study and representing, supporting and advising students
- Being the recognised representative channel between students and the University and any other external bodies
- Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students

1.2 Comply with RUSU's governing document and the law

RUSU Trustees must ensure that RUSU complies with its Memorandum and Articles of Association (Constitution), Charity Law and any other laws that apply to its activities.

1.3 Act in the best interests of RUSU

RUSU Trustees need to ensure that:

- They make balanced and adequately informed decisions
- They avoid putting themselves in positions where there is a conflict of interest
- They do not receive any benefit from the charity unless it is properly authorised and clearly in the interests of the charity

1.4 Manage RUSU's resources responsibly

RUSU Trustees must act responsibly, reasonably and honestly to ensure that:

- RUSU's assets are only used to support the work of the charity
- No inappropriate risks are taken that may negatively affect RUSU's assets or reputation
- RUSU is not over committed in terms of resources
- RUSU carefully considers any investment or borrowing
- RUSU complies with any restrictions attached to its funds

1.5 Act with reasonable care and skill

RUSU Trustees should use their skills and experience and take appropriate advice where necessary. They should also ensure that they dedicate enough time, thought and energy to the role.

1.6 Ensure that RUSU is accountable

RUSU Trustees must:

- Be able to demonstrate that RUSU is complying with the law, that it is well run and effective
- Ensure that it is accountable to its members
- Maintain responsibility for any authority delegated to staff, volunteers or sub committees

2. Portfolio Duties of Officer Trustees

The role of an Officer Trustee is to work collaboratively to enhance the student experience. All five Officer Trustees comprise a flat structure with equal voting rights and responsibilities.

2.1 The Diversity Officer

The Diversity Officer is responsible for the development and management of inclusion and diversity initiatives, as well as taking the lead on liberation related campaigns. The Diversity Officer will meet with the Part Time Officers, offering them support and helping to promote and oversee the campaigns they run.

Remit includes:

- Liaising with the Liberation and Representation Part-time officers to establish common student issues and support them with their campaigning work.
- Working on all external and internal aspects of inclusion and diversity, including all relevant University committees, and liaising with relevant staff members.
- Leading on Diversity and Inclusion campaigns and championing the voice of minority groups on campus; BAME, Disabled, Women and LGBTQ+, Trans and International students.
- Being the lead officer on PTO progress updates.
- Support Culture and Faith societies including Activity group meetings.

2.2 The Welfare Officer

The Welfare Officer is responsible for the development and management of welfare initiatives, as well as taking the lead on welfare related campaigns. The Welfare Officer will also liaise with the RUSU Advice Service supporting and helping to promote their services.

Remit includes:

- Working on welfare related campaigns and initiatives.
- Liaising with the RUSU Advice Service, meeting with advisers regularly to discuss issues affecting students.
- Overseeing the work and appointment of the JCR Committees while improving the welfare provision for students living in halls.
- Training, supporting and liaising with the Welfare Reps in all sports clubs, societies and volunteer groups.
- Working on all external and internal aspects of welfare, including all relevant University committees, and liaising with relevant staff members.
- Lead on RUSU community relations including representing RUSU at community events and meetings.

2.3 The President

The President is responsible for ensuring all decisions reached or made by RUSU have gone through the democratic process as laid out in Constitution and Bye-Laws. This officer is also responsible for leading on external affairs, liaising with the National Union of Students and will lead on RUSU's democratic processes and Student Fora.

Remit includes:

- Chairing the Board of Trustees.
- Liaising with members of Students' union staff through the line management of the Chief Executive.
- Maintaining a working relationship with the University of Reading's Vice Chancellor and the University Executive Board
- Leading on democratic processes such as elections, student officer scrutiny, referenda, 'Change It!' and 'Student Voice'
- Leading on campaigns that fall outside the remit of other Officers.
- Leading on development of RUSU's Commercial Services through actively canvassing student feedback
- Leading development of the RUSU brand, marketing and communications strategy
- Working with the Environment and Ethics Officer and lead on sustainability issues.
- Representing students and issues from London Road campus

2.4 The Education Officer

The Education Officer will work closely with the Advice and Representation department to coordinate academic representation as well as leading on academic campaigns and events. The main aim for the Education Officer is to improve the students' academic experience and maintain strong working relationships with relevant University staff and course representatives.

Remit includes:

- Working with the Academic Representation Manager to organise Academic Rep elections.
- Working with Academic advisers and the Post-Graduate Part-Time Officers to ensure RUSU are constantly aware of academic issues that affect all students.
- Overseeing and leading on academic campaigns.
- Attending University meetings on Teaching, Learning and Research.
- Supporting academic societies including activity group meetings.
- Liaising with academic structures within the University outside of Teaching & Learning such as the Library, Careers Centre and Study Support.

2.5 The Activities Officer



The Activities Officer is responsible for the management and development of all Sports Clubs, Societies, Volunteering, RAG and Student Media.

Remit includes:

- Acting as the lead officer of the Sport clubs and Societies on campus.
- Chairing the Activity Group meetings for all Societies and Clubs.
- Acting as the head of the student media streams.
- Supporting the development of student volunteering schemes and RAG.
- Lead on RUSU community relations including representing RUSU at community events and meetings.

Approved by: RUSU Policy & Procedures Committee

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