

## Trustee Role Description for Keele Postgraduate Association (KPA) 2019

### Background

The KPA is a registered charity (No. 1143888) and is one of only three known Student's Unions in the UK that are dedicated solely to promoting the interests of the postgraduate community. 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 Officers and staff
- The opportunity to lead, develop and grow a small charitable organisation with a turnover of just over £460k (2017-18)
- Reimbursement of reasonable out-of-pocket expenses
- A full Induction Programme is provided
- Free training on the responsibilities involved in being the Trustee of a student 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 members of the BAME community and women
- We are seeking to appoint at least one Trustee in this recruitment round
- Our Constitution dictates that each term of office is 4 years, with the option to remain a Trustee for a maximum of two terms
- At this point we are seeking applicants with specific expertise or interest in **charity governance; including risk management, finance and employment. Experience of management within the hospitality industry would also be an advantage.**

## **Essential Qualities**

- Able and willing to commit to at least one day per month on KPA matters
- This would include attendance at 4 Trustee meetings per year, with availability to respond to emails, attend Induction and take part in any other required training sessions and / or social events. It would also include sitting on **at least one** of the KPA's three Working Groups (1. Governance, Strategy & Risk, 2. Employment and 3. Clubhouse Development)
- 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 Student 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 performance in their roles and their future employability prospects

## **What to do next**

- If you have any questions about becoming a KPA Trustee, please contact the President, George Blake, at [kpa.chair@keele.ac.uk](mailto:kpa.chair@keele.ac.uk) or telephone 01782-734227
- If you would like to be considered for one of the vacant roles, please complete the application form and return it to [kpa.coordinator@keele.ac.uk](mailto:kpa.coordinator@keele.ac.uk)
- Please send us a recent CV, if available

**Thank you for your interest in becoming a KPA Trustee**  
**June 2019**