

Trustee information pack

Join the EAUC board and support us in our work to lead and empower the post-16 education sector to make sustainability 'just good business'.

1. Summary

Location: Remote within UK and Ireland

Salary: Unremunerated with reasonable expenses paid

Positions available: Four

Closing date: 9th May 2023

2. About us

Our vision is a world with sustainability at its heart. We exist to lead and empower the post-16 education sector to make sustainability 'just good business'.

We believe

- that UK and Irish education should be a global leader in sustainability
- that educational institutions have a responsibility as anchors in their communities to be agents of change
- that education has a unique opportunity to transform lives and communities
- that education is at the heart of global sustainability
- that every student should have access to sustainability education
- that education should reflect best practice in operational sustainability
- in being flexible and adaptable to find solutions for a resilient future
- in the value of international collaboration

Our values

- Pioneering - driving sustainability through innovation
- Independence - our own unique voice
- Collaboration - together we go further
- Role model - leading by example
- Empowering - supporting and inspiring our members

The EAUC is the sustainability champion within Further and Higher Education in the UK and Ireland. We are a member association supporting tertiary education providers across the UK and Ireland as well as globally.

Over the last decade, there has been an increasing awareness within the Further and Higher Education sector of the need to address sustainability issues both operationally, as businesses, and within the curriculum. As a result, an increasing number of staff have been given responsibility to progress the sustainability agenda, either as dedicated advisors or as part of an existing post.

Membership of the EAUC has grown in number as a result. With around 300 institutional members and nearly 20,000 contacts, the EAUC is an influential voice within the sector.

The EAUC was launched in 1996 with the aim of raising the profile of environmental management and to facilitate improvement of environmental performance in member institutions. The EAUC became a registered charity (Number: 1106172) and an incorporated limited company (Number: 5183502) in 2004.

The EAUC has developed its services over time to support its members in increasingly pressured jobs. We ensure that its members have access to important information relating to legislation, technologies, effective practice and research to enable each of its members to improve their sustainability performance.

We have an increasingly influential voice and are accredited with both UN ECOSOC consultative status and UNFCCC observer status. We regularly attend and speak at UN events, promoting our global initiatives.

The EAUC offer a wide variety of services, including:

- [Training events, annual conferences](#) and [carbon literacy](#) training
- [Green Gown Awards](#) – both in the UK & Ireland and internationally
- [Sustainability Leadership Scorecard](#)
- [Carbon Coalition](#)
- [Consultancy services](#)
- [SDG Accord](#)
- [Race to Zero for Universities and Colleges](#)

We have a turnover around £900k and currently receive funding from the Scottish Funding Council and the Environment Agency.

In February 2023 we welcomed our new CEO, Charlotte Bonner, and we will be forming our next strategy over the coming year so this is an exciting time to join the EAUC board.

3. Who we're looking for

The EAUC board is made up of twelve volunteer trustees. We have three long-standing Trustees who reach the end of their tenure at the June 2023 AGM as well as an existing vacancy so we have **FOUR** available trustee positions.

At the February meeting of the board's People and Performance Sub-Committee we discussed what skills and experiences we are looking for from our new trustees as well as ways to increase the diversity of the board to better reflect the sector's demographics. The board has agreed to expand the knowledge and experience on the board to include trustees from outside of the education sector.

All of our trustees are passionate about tertiary education and sustainability. They have the background, expertise and skills to help us deliver our strategy.

From June, the new trustees we are seeking will be motivated and dynamic individuals who collectively:

- have perspectives from outside of the further and higher education sectors

- have experience of financial and/or risk management - you do not need to have financial qualifications but we're looking for candidates with a sound understanding of budgeting, risks and income generation
- have experience of business development and income generation
- have experience of marketing and communication
- retain the HE/FE balance of the board

Shared attributes across our Board include:

Essentials

- Commitment to the EAUC and its mission, vision and values
- Understanding of the legal duties, responsibilities and liabilities of trusteeship
- Willingness to put time and effort into the trustee role
- An understanding of, and commitment to, Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Personal qualities

- Sound independent judgement
- Impartiality, fairness and confidentiality
- Willingness to speak one's mind
- Tact and diplomacy
- Respect for others
- Desire to learn new skills

Specific abilities

- Strategic vision
- Creative thinking
- Effective team member
- Excellent communication and interpersonal skills

Experience

- Interest in sustainability issues such as climate change, education for sustainability or social responsibility

4. What the role entails

The work of our trustees is critical to the success of the EAUC. As a charity, our board is in place to provide strategic oversight and aid in improving reach, quality and impact. It's the highest decision-making board in the organisation and ultimately responsible for ensuring we remain financially healthy, perform well against our charitable objectives and comply with the law in everything we do.

The statutory duties of our trustees are to:

- ensure that the EAUC complies with its governing document (our articles of association), charity law, company law and any other relevant legislation or regulations
- ensure that the EAUC pursues its objectives as defined in its governing document and through its strategic plan
- ensure the EAUC uses its resources exclusively in pursuance of its objectives: the charity must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are
- contribute actively to give firm strategic direction to the EAUC, setting overall policy, defining goals and setting targets and evaluating performance against them

- safeguard the good name and values of the EAUC
- ensure the effective and efficient administration of the EAUC
- ensure the financial stability of the EAUC
- protect and manage the assets of the charity and to ensure the proper investment of the charity's funds
- appoint the Chief Executive Officer and monitor their performance
- ensure a mechanism is in place to review and assess the effectiveness of the EAUC's governance

In addition to these, each trustee uses their own specific skills, knowledge or experience to help the board reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise

The board has two short virtual meetings per year plus two face-to-face strategic planning days. Trustees are expected to attend and communications also take place via email and occasional virtual calls in between meetings. It is important that you are able to attend the forthcoming board meetings which are scheduled on:

- 18th - 19th September 2023
- 27th November 2023.

The board has three sub-committees which meet virtually four times a year: Audit; People and Performance; and Income Generation and Organisational Development. Board members will be expected to participate in one sub-committee.

Board members act as ambassadors for the EAUC are therefore asked to represent the charity as required.

All Trustees are registered with the Charity Commission. We are also a registered company limited by guarantee and therefore all trustees are also registered as directors of the company with Companies House.

Trustees retire at the fifth AGM after their appointment. Retiring trustees aren't eligible for re-appointment until the AGM after the AGM at which their term of office ends.

Please note, by law you have to be 18 years or older.

The role is unpaid. Reasonable travel expenses will be met according to the EAUC Travel Policy.

5. Our approach to equity, diversity and inclusion

We know that social justice is a critical part of sustainability. Charity So White has highlighted institutional racism within the charity sector, and ACEVO's Home Truth's report spotlighted the scale of the challenge. We have been reflecting on what steps we need to take to see meaningful change. There needs to be a fundamental shift in the way we do things both at the EAUC and across the sector we serve.

Whilst there may not be an end to this work, we are committed to a programme of activity focused on both enhancing our own performance as an organisation and identifying

opportunities to support the tertiary education's own EDI work. We have an EDI working group made up of both trustees and staff members to provide support and advice to ensure that we have a strategic approach to building a more equitable and diverse culture. You can find out more about our EDI work and progress to date [here](#).

Part of this work is encouraging and enabling greater diversity across our trustees, staff and partners. We are particularly keen to receive applications that will help us achieve greater ethnic and racial diversity. Trustees declaring other protected characteristics are also currently under-represented. We welcome and encourage applications from people of all backgrounds.

We are a Disability Confidence Committed organisation and committed to fair work and pay.



We want to provide an inclusive experience for all those who want to apply for a role with us and to remove any barriers in our recruitment processes. For example, if you have difficulty applying online, we can send a paper application pack or support in other ways such as telephone or video call. For video calls, we can make use of closed-captioned subtitling. Please contact our Company Secretary, [Fiona Goodwin](#), to discuss your needs.

6. The application and appointment process

Ultimately it is the EAUC's membership which votes on the proposed Trustees rather than them being appointed through an application and interview. This process is outlined in our [Articles of Association](#).

1. Applicants complete the [Trustee Nomination Form](#) by 9th May 2023.
2. Applications are screened to ensure candidates are eligible to be charity trustees in the UK (see the Charity Commission's guidance [here](#)).
3. The board review applications and will make recommendations to our members on who they feel are best placed to be appointed. Their recommendations are based on a board skills audit and who they feel would be of most benefit to the organisation. You may be asked to attend an interview to help their decision making.
4. All eligible applications are shared with our educational members alongside the board's recommendations.
5. Educational members vote on their preferences via online voting which will open on 25th May and close on 15th June. This ensures as many members as possible can vote. We contact all each of our educational members asking them to nominate their voting representative who will then be sent the secure voting details. Only one vote is cast per member institution. Members can choose to accept the board's recommendation or vote for any of the applications. The voting process is administered on our behalf by [Civica](#) to ensure confidence in the security and independence of the voting.
6. The results of the voting will be announced at the online AGM on 22nd June 2023. Those who have the majority vote will be appointed.

7. Useful information

- [Our current board](#)
- Our last published [accounts and annual report](#)
- [Our Articles of Association](#)

- The Charity Commission's [guidance for trustees](#)

If you have any questions please contact our Company Secretary, [Fiona Goodwin](#). If you would like to talk to us before submitting your nomination please email Jim Longhurst, Chair of the Board, at James.Longhurst@uwe.ac.uk.