

Trustee information pack

Join the EAUC board and make an impact to over 2 million people working in the post-16 education sector to embed sustainability in everything they do: equipping learners for their lives and shaping society for the better.

1. Summary

Location: Remote within UK and Ireland

Salary: Unremunerated with reasonable expenses paid

Positions available: One

Closing date: 16th May 2024

Trustee Opportunity at the EAUC

This is a unique opportunity for someone to bring an external perspective to our charity. We are looking for someone who is passionate about sustainability and education. You don't need years of experience - we're seeking someone with a keen eye on what's important to us: impact, quality, engagement and accessibility. We particularly welcome early-career candidates and those familiar with the further education and skills sector.

2. About us

The EAUC is the leading body for sustainability in the post-16 education sector in the UK and Republic of Ireland. We represent 300+ institutions with collectively over 2 million students, nearly 400,000 staff and a spending budget of over £25 billion. We exist to lead and empower the post-16 education sector to embed sustainability in everything it does: equipping learners for their lives and shaping society for the better.

We do this by:

- Supporting our members to create meaningful sustainability change through holistic whole organisation approaches
- Convening our network to generate solutions to share challenges
- Creating systems change to establish a more enabling environment for sustainability action

Our values



Collaborative: We foster communities, connect people and work smartly with other organisations.



Inclusive: We centre equality, diversity and inclusion in everything we do.



Integrity: We are an 'honest broker' of expertise and share not just our successes but our lessons learned.



Ambitious: We focus on impact, stimulating innovation and driving progress across the sector. We strive for excellence.



Empowering: We build capacity and expertise.

Our new strategy will be launched soon and our goals will focus on progressing our members' sustainability practice, enabling systems change to promote and embed sustainability action and increasing the scale, reach and pace of our impact.

Over the last decade, there has been an increasing awareness within the post-16 education sector of the need to address sustainability issues. 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 similarly grown in number as a result of commitment to environmental and sustainability issues within the sector. 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 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 our 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 with being accredited with UN ECOSOC consultative status and UNFCCC observer status as well as longstanding relationships with key sector organisations such as the Department for Education and the Scottish Funding Council. We regularly attend and speak at national and international events, and are seen as thought leaders in the sustainability space.

The EAUC offer a wide variety of services, including:

- Ongoing programmes which help members progress their sustainability practice whilst also celebrating what's innovative and impactful in the sector, such as the [Sustainability Leadership Scorecard, Carbon Coalition, SDG Accord and Race to Zero for Universities and Colleges](#)
- Regular communications and facilitated networking
- [Training events, annual conferences, carbon literacy](#) training and leadership development programmes
- [Consultancy services](#)
- Publications and guidance to inform the uptake of effective practice across the sector, such as the [Standardised Carbon Emissions Reporting Framework, Climate Risk Register Guide and Tool](#) and [Green Careers Guides](#)

We also run numerous externally funded projects that support the development of new knowledge as well as helping engage new audiences in the sustainability agenda. Current funders include the Scottish Funding Council, Department for Education, Wellcome, The Carbon Trust and the Education and Training Foundation

We will be launching our new strategy to 2030 this year, and celebrating our 20th anniversary too, so this is an exciting time to join the EAUC board.

EAUC is committed to building a more diverse and inclusive organisation (see section 5 below) - including employees, trustees, fellows, members and partners. You can view our staff team [here](#).

3. Who we're looking for

The EAUC board is made up of twelve volunteer trustees. We have one long-standing trustee who reaches the end of their tenure at the July 2024 AGM so we will have **ONE** available trustee position.

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 trustee, using our board skills matrix. We also discussed ways to increase the diversity of the board to better reflect the sector's demographics.

The new trustee we are seeking will be **passionate and innovative** with knowledge or experience in the **further education sector**, whether this is a college, adult education, employment-based learning or a community-based provision.

Length of time in the role is not a determinant and we are particularly keen to enhance the diversity of our board with regards to age, ethnicity and disability, so please do make enquiries if a deeper engagement with EAUC appeals to you.

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:

- 23rd – 24th September 2024
- 25th November 2024

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 at least 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 in line with 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 16th May 2024.
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 the applications and will draw a shortlist to share with our members, based on who best fits who we're looking for (see section 3 above). You may be asked to attend an interview to help their decision making.
4. Educational members vote on their preferences via online voting which will open on 28th May and close on 18th June. This ensures as many members as possible can vote. We contact 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 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.
5. The results of the voting will be announced at the online AGM on 16th July 2024. The person who has 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](#).