

Trustee FAQs



As well as fulfilling a governance and oversight role, EAUC's Trustees agree the strategy and priorities of the association. Being a trustee brings excellent networking opportunities and enjoyment.

We have **three** available Trustee positions for nomination ahead of the 2016 AGM

The Board are particularly looking for the following skills and would specifically look for out of sector experience as we value a broader perspective:

- At least one position will be available for a senior manager (e.g. Principal, Deputy Principal) from further education
- One position to have political insight, experience and contacts regarding communicating and influencing in this regard
- One position to be in an advanced-level sustainability professional role
- All nominations would ideally be of Director/Senior Management/Deputy level
- It is desirable for nominations to have previous board experience

How does the process work?

We are asking that only Educational Members can apply to be a Trustee and Director. That means your organisation has to be a current member and you are from a university, college or learning and skills sector provider. You can check that your institution is an Educational Member by visiting www.eauc.org.uk/our_members. Company Members and Strategic Partners are not able to apply. The process for selecting Trustees is as follows:

- Complete the Trustee Nomination Form by **13 April 2016**
- The Board select their recommendations – you may be asked to attend an interview to help this process
- All eligible applications go to the Educational Members, with the Board's recommendation, and vote
- Votes are taken by Educational Members present at the AGM or those who vote by proxy prior to the AGM. Voting will take place prior to the AGM electronically to ensure as many Members have the opportunity to vote. Only one vote is cast per Member institution. We will be contacting all Member institution's asking them to nominate their voting representative who will then be sent the secure voting details.

The voting process, as previously, is administered on our behalf by [Electoral Reform Services](#) to provide Members with confidence that the voting is done securely and independently.

For full details of how this process works please refer to our Constitution at www.eauc.org.uk/eauc_governance.

What is required from a Trustee?

You will be required to attend Board meetings. The Board has two short meetings per year (virtual), plus two strategic planning days (face to face). Communications also take place via email in between meetings. It is important that you are able to attend the forthcoming Board Meetings:

- 13 -14 June 2016 – Strategic Residential Meeting, Birmingham
- 31 October – 1 November 2016 – Strategic Residential Meeting, Birmingham
- 5 December 2016 – Strategic Meeting, Birmingham

The Board has two Sub-Committees – Audit and People and Performance. Board members will be expected to participate on one Sub-Committee.

Board members are also asked to represent the EAUC as required. Trustees act as ambassadors for the EAUC. A role description for trustees is attached as an appendix.

How long do I have to be a Trustee for?

Each elected Trustee shall hold office until the expiry of the fifth AGM after the AGM at which he or she is appointed. A retiring elected Trustee will not be eligible for re-appointment until the AGM after the AGM at which his or her term of office ends.

Registered Office : EAUC UK Office, University of Gloucestershire, The Park, Cheltenham, GL50 2RH
Tel : 01242 714321, info@eauc.org.uk, www.eauc.org.uk

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If you leave your organisation and no longer work for a university, college or learning and skills sector provider that is an EAUC Member you will have to vacate your position.

How does the Board decide what skills are required?

The People and Performance Sub-Committee review the existing skills from the Trustees, take into account those skills that are leaving and any gaps that are felt required to ensure the continued governance of the organisation. The People and Performance Sub-Committee then put forward their recommendations to the Board who approve the skills to recruit.

What happens if Members do not agree with the Board's recommendations?

The Board can only make recommendations to Members at the AGM on who they feel are best placed to be appointed. The recommendation is based on the skills audit and who they feel would be of most benefit to the organisation. Members can choose to accept the Board's recommendation or they can vote on any of the applications. Those who have the majority vote will be appointed.

Will Members see all the applications before the AGM?

Yes, Members will see all of the nomination applications received unless there is a legal or constitutional reason why they cannot be considered for nomination.

Who currently sits on the Board?

You can view the current Board at www.eauc.org.uk/our_executive_committee. We currently have 8 elected Trustees, 2 Branch Convenors and the CEO. The maximum number of elected Trustees is 9. The Board has the power to appoint a Trustee in between AGM's. Any Trustee's that are appointed in this way are only appointed until the AGM following their co-option. Robert Bellfield and Neil Scott will be retiring from the Board at the AGM on 25 May 2016, thereby providing 2 vacancies plus the existing vacancy which is why we are seeking 3 trustees. The new positions will be activated if voted by Members at the AGM on 25 May 2016.

Why a Trustee and a Director?

We are registered as a charity and all Trustees are registered with the Charity Commission. We are also a registered company and all Trustees are registered as Directors of the company with Companies House.

I need further information?

If you would like more information or would like to talk to us before submitting your nomination please email Robert Bellfield, Chair of the Board, at rbellfield@craven-college.ac.uk or 01756 791411 or Iain Patton, CEO, ipatton@eauc.org.uk, 01242 714321.

- You can view our constitution, previous Board papers and Annual Reports at www.eauc.org.uk/eauc_governance.
- You can learn more about the history of the EAUC at www.eauc.org.uk/about_us.
- You can learn more about the role of a Trustee at www.charity-commission.gov.uk/Publications/cc3.aspx.

Appendix 1

Role Description for Trustee

The statutory duties of a Trustee

- To ensure that the EAUC complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the EAUC pursues its objectives as defined in its governing document and through the Strategic Plan

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- To 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
- To contribute actively to the board of Trustees' role in giving firm strategic direction to the EAUC, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the EAUC
- To ensure the effective and efficient administration of the EAUC
- To ensure the financial stability of EAUC
- To protect and manage the assets of the charity and to ensure the proper investment of the charity's funds
- To appoint the Chief Executive Officer and monitor his/her performance
- To ensure a mechanism is in place to review and assess the effectiveness of EAUC governance

Other duties

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the board of Trustees reach sound decisions. This may involve:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Taking advice from EAUC's Member Advisory Council (MAC)
- Other issues in which the Trustee has special expertise

Trustees retire at the fifth AGM after their appointment. The role is unpaid. Reasonable travel expenses will be met according to the EAUC Travel Policy.

Commitment of Board Members

Person Specification for an EAUC Trustee

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
- 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 his or her 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

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