nus
charity

Ian King House
Snape Road
Macclesfield
Cheshire SK10 2NZ
t 0300 303 8602
e enquiries@nus.org.uk
www.nus.org.uk

Trustee Recruitment Guidance

The following is intended to give guidance on what to include in an advert/website content and recruitment information pack for the roles of student trustee or lay trustee. How much detail you put in depends on the approach you want to take to finding new trustees.

Top Tip: The Reach Volunteering website has a wealth of information when planning recruitment of new trustees

How to Use

Start by looking at what your procedures say about how trustees should be appointed/ elected.

Write a plan with timelines. Start from when you need to have your trustees in post (if there are deadlines for approvals for example), look at when you will launch the advert, when the closing date is, when any interviews or elections will take place, when there are milestones for approvals or decisions at specific meetings. This will give you a framework for planning what else you need to do

You will need to advertise the roles, create awareness of the vacancies and encourage people to apply or stand for election.

NUS Charity have our own jobs website, [Careers in Students' Unions](#). It is free to advertise trustee roles on this site.

Advertising a trustee role

When looking at adverts, social media content, webpage information and information packs you might want to consider the following elements:

Introduction to the role

"Thank you for showing an interest in our vacancies for X."

Note any changes and key context for the SU.

"These are the vacancies we have at the moment."

"We would particularly like to encourage applications from individuals with experience in……. but are keen to talk to anyone with the skills and experiences that can enhance our Board."

"As an organisation which is proud of its diverse membership, we would also like to encourage applications from people of colour/ people who identify as LGBTUA+/ people with a disability, health condition or impairment to help our board better reflect our members."

About the SU

Include information on numbers and demographics of the membership, strategic aims, governance structure, democratic structure, staff/department structure, overview of services and any financial info.

Talk about your plans for the future and why joining the organisation is particularly interesting at this time.

Provide links to the strategy and any impact reporting, as well links to the website.

About the role

What is the role of trustee board, who is on the Board, are there any sub committees, how often does the board meet.

What are the terms of office, note that it is a voluntary, unpaid role. What are the eligibility criteria.

Note the key responsibilities, any role descriptors and detail the person specification for the role.

Focus on the strategic, long term, compliance and financial responsibilities of the Board.

How the role will be appointed/ elected

Is this an appointment process, are trustees elected. Who makes the decision and what is the timescale for this.

Contact details

Set out who to talk to for more information or if there are questions. What the process is to send in an application; include links to any forms. If there is an election process, who should potential candidates contact.

Privacy Notice

Make sure a privacy notices is included in accordance with the Data Protection Act 2018.

"In accordance with the Data Protection Act 2018, we have implemented this privacy notice to inform you as prospective trustees of our organisation, the types of data we collect and process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep the data for and your rights regarding your data"

Make sure to include: the types of data held, what the lawful basis is for processing the data, any special category data that is processed, who has access to your data, how long data is retained for, data subject rights

Guidance on privacy notices can be found here: https://ico.org.uk/for-organisations/sme-web-hub/make-your-own-privacy-notice/ . The ICO also provides a template for writing a privacy notice from this page.