



Chair of Trustees Information Pack



Welcome from our CEO & President

“ Thank you for your interest in the University of Birmingham Guild of Students and this exciting new opportunity to become our next Chair of Trustees.

The Guild of Students plays a key and pivotal role in the student experience at Birmingham, offering a range of services and activities which not only help to attract students to the University, but which also contribute to a vibrant student experience, as well as supporting the wider sense of community and belonging.

The breadth of the Guild's service and activity portfolio is comparable with other large students' unions in the Russell Group and as an organisation the Guild is well regarded within the sector. As leaders in the field, the Guild has paved the way in key areas such as representation, student groups and societies, social opportunities, events and activities. More recent examples include the introduction of Postgraduate and International Officer's and a focus in this remit, to ensure student representatives are reflective of the student population.

Our Officer Team shape everything that we do. Each year seven full-time and seven part-time Officers are elected to lead the Guild for the academic year and represent all Birmingham students, ensuring they get the most out of University life.

Full-time Officers also sit across the Guild's strategic and operational committees, providing student leadership and to ensure the issues that matter most to students are represented in decision making throughout the organisation.

The Guild of Students' is ambitious, which is demonstrated in our strategic plan and supporting funding framework. Our ambition is to be a trusted partner of the University and to deliver a best in class students' union.

The Guild's 2022-27 strategy is aligned to University priorities under its strategic framework - Birmingham 2030. We have recently achieved a significant funding increase to support strategic delivery and growth. The Trustee Board has played a key role in helping to secure this funding and will be instrumental in ensuring that the organisation is able to deliver on its commitments and promises to both students and the University.



The Birmingham community is distinctive, and it is vital for the Guild to remain at the heart of student life with representative and democratic frameworks, services and participative opportunities that are designed to enable students to thrive and flourish. We know that the pandemic has significantly impacted students and equipping them with a range of life skills to navigate the future is more important than ever. Post pandemic, the Guild has focused on lessons learned and how it can remain adaptive and responsive to Birmingham students' needs.

In response to this our 2022-27 Strategic Plan is focused on the core aims of Engagement & Participation, Representation, and Community & Support. But we know that successful strategic delivery requires the organisational foundations to be strong, and able to support work in these areas. To support this the Guild has and will continue to focus on its funding and financial management, partnerships and relationships, and its infrastructure - both physically and digitally. As one of its strongest assets people and associated culture continue to be a key part of our supporting framework.

We know that our organisational foundations are strong, however, skilled leadership is required to continue to support us through the changes required to deliver at this level. We are therefore looking for an experienced leader, with demonstrable experience of supporting organisations at Board level.

In this pack, you will find information about our activities, history, strategy and achievements, as well as the structure of our governance and Trustee Board. You will also find details of the role description, person specification and information on how to apply for this unique opportunity.

Looking forward to hearing from you.

Warmest regards,



Jo Thomas

Chief Executive Officer

Amira Campbell

Guild President 2023-24



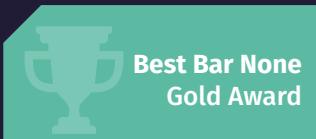
Who We Are & Where We're Heading

The Guild is a successful, vibrant and exciting organisation, with an extensive history leading the student movement and a bright future ahead. A registered charity, we are the students' union for more than 38,000 students at the University of Birmingham.

We represent our members to the University and aim to be the authoritative voice on the issues that matter the most to Birmingham students. We help students develop skills outside of study, have fun, meet new people and make sure that they get the best from Birmingham!

[Find out more.](#)

We're very proud that our work for Birmingham students has been recognised as sector-leading and we've recently been awarded:



It is an exciting time for the Guild as we look to 'build back' from the pandemic and continue to deliver excellent services for our students, while retaining some of the flexibility and adaptability adopted by the organisation over the last two years.

As we move ahead with our new 2022-27 strategic plan, a strong and active Trustee Board will be essential to support and guide the organisation's work.

Our Values

Our values, which filter into every corner of Guild activity are:

INCLUSIVE:

Embracing diversity in all its forms

REPRESENTATIVE:

Standing up for the issues that matter

SUPPORTIVE:

Offering help and advice when needed

FUN:

Making Birmingham the best place to be

Our Mission

We're here to make sure students get a **distinctive Birmingham and best-in-class student experience.**





Our Services and Impacts

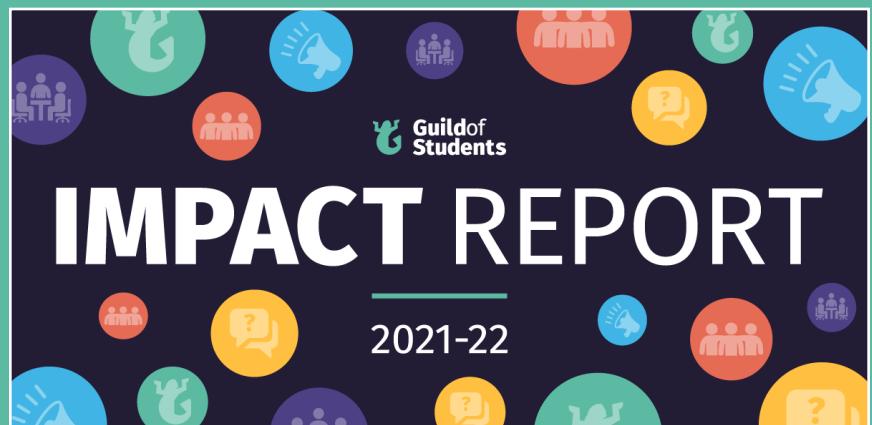
Like many organisations post pandemic, the Guild has been faced with various challenges. We've reviewed our approach to planning activities and engaging students, and have been required to keep up with both demands on members' time and increasing 'noise' in the digital landscape.

Our determined and resilient staff and Officer team have risen to these challenges and worked to ensure the Guild has remained focussed in the delivery of its objectives, and motivated to provide the very best services to students and stakeholders.

As we continue to look at new ways of engaging students and achieving our Strategic Plan, we are also looking at ways in which we can respond to the changing landscape of higher education and the needs of our members. The role of our Trustee Board is key to the development of a sound and deliverable strategy to make sure we provide the best possible student experience.

Impact Report 2021-22

View our Impact report: guildofstudents.com/about/impactreport





Our Commitment to Diversity, Equity and Inclusion

Increasing student engagement, participation and diversity is a core aspect of our strategic plan. We are committed to cultivating a diverse and inclusive working environment, where everyone can be themselves.

In this recruitment, we actively encourage applications from anyone regardless of age, experience, sexuality, religion/beliefs, disability, ethnicity, heritage, gender, socioeconomic background or other differences.

During the application process we commit to:

- Paying for care and childcare if required whilst you are at interviews with The Guild
- Paying for any reasonable travel costs for interviews held in person.
- Making any reasonable adjustments – for example allowing extra time for an interview and sharing questions in advance if required.
- Providing this document in a Word document format readily available to download.
- Offering a guaranteed first stage interview with Inclusive Boards for disabled candidates who meet the minimum requirements for the role.

If there is anything else you are concerned about or we could provide, please let us know.

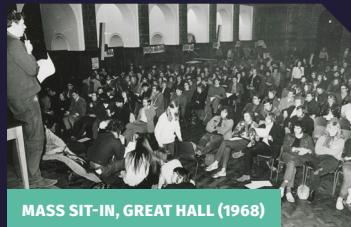


In 1880, Mason College Students' General Meeting established an 'Association of Students' known as Mason College Union; seen as the birth of the modern Guild of Students.



GUILD COUNCIL (1930)

Now, at over 140 years old, the Guild of Students continues to be the voice of Birmingham students. We have a rich and varied history – from a founding member of the NUS, to the 1970s rent strike, pushing the liberation agenda to the forefront, helping battle apartheid and demonstrating against a rise in tuition fees.



MASS SIT-IN, GREAT HALL (1968)

Every year, the Officer Team Elections give students the chance to determine who will lead and represent them. The first President of the Guild of Students, was recorded in 1901. The President became a full-time

sabbatical position in 1960. Today, the Guild elects seven full-time sabbatical Officers, including the President.

In 2008, a campus-wide referendum was held to approve the Guild's transition to a Company Limited by Guarantee and included the creation of a Trustee Board. In 2010 the Guild gained charity status.

Our History

Guild History

Find out more about the Guild's history at:
guildofstudents.com/about/ourhistory





How the Guild works and our Governance Structure

The Trustee Board

The Board oversees the Guild. Comprised of full-time Officers, external and student trustees with a wealth of experience, the Board ensures the good governance of the Guild. Its role is to ensure the Guild is legally, reputationally and financially viable.

Guild Officers

Every year, students elect Officers to represent them and lead the Guild. Each Officer looks after a different area of University life and it's their job to represent student views and improve the student experience. There are seven full-time and seven part-time Officers.

Staff

Our staff team, which includes 70+ core staff and more than 350 students working part-time, supports the Officer Team to achieve the Guild's plans. They also manage the Guild's departments and services.

Volunteers

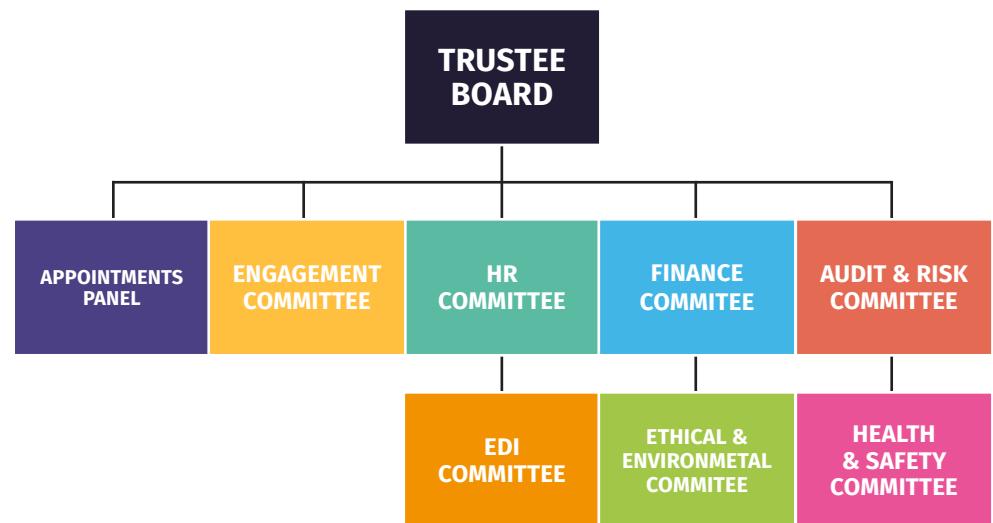
Many students volunteer their time in different ways to support the work of the Guild – from student representatives and society committee members, to our mentoring and buddyng schemes.

18 TRUSTEES

7 OFFICER TRUSTEES	4 STUDENT TRUSTEES	6 EXTERNAL TRUSTEES	1 UNIVERSITY TRUSTEE
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11 STUDENTS

7 NON-STUDENTS





Directorate Summaries

Engagement

Delivering Strategic Aim 1 – ‘Engagement & Participation’.

STUDENT ACTIVITIES

To facilitate and support students wishing to volunteer and become involved in Student Groups.

VENUES

To provide a range of entertainment events and social functions internally and externally, supporting the organisation in line with its business plan.

Community & Representation

Delivering Strategic Aim 2 – ‘Representation’ and Aim 3 – ‘Community & Support’.

COMMUNITY WELFARE

To provide leading and relevant welfare and support services for all UoB students and to ensure that the Guild is a key provider of welfare support on campus and recognised as such by the University.

STUDENT VOICE & REPRESENTATION

To administrate, support and develop the representation and democracy functions of the Guild, and support the Student Reps System.

GUILD ADVICE

To provide free and impartial advice for students on any issue they may encounter whilst at University

Chief Executive

Operations

Supporting the Guild’s Strategic Enablers.

PEOPLE & ADMINISTRATION

To provide HR and administrative functions for the Guild. Ensuring the Guild is legally compliant for employment law, advising and supporting on all staffing matters. Providing executive support to the President and Chief Executive, and the Guild governance processes.

FACILITIES

To ensure the highest standards of presentation and quality in the Guild building and its facilities.

COMMS & MARKETING

To provide a range of marketing and communications functions and services in order to support the organisation.

Finance

Delivering the Strategic Enabler – ‘Sound Financial Footing’.

FINANCE

To manage the finances of the Guild of Students in accordance with the Guild’s Financial Procedures and company legislation.

SYSTEMS

To deliver the Digital Plan, improving and digitising internal processes and CRM handling, commission new digital systems, supporting departments to transition to new systems.



About the Role of Chair of Trustee Board

The responsibilities of the Chair covers two areas: those as an External Trustee (see next section); and those specifically designated to the Chair (see below)

The Chair will lead the Trustee Board to meet the needs of its members ensuring the Trustee Board fulfils its responsibilities for the governance of the Guild of Students. The Chair will work closely with the President and Chief Executive Officer and support them to achieve the aims and objectives of the Guild's Strategic Plan. The role of the Chair is to support the work of the Guild at the highest level, in accordance with the vision, strategy and values of the organisation, act as a role model for the Trustee Board and ensure the highest standards of good governance are met.

Responsibilities

- To ensure that the Trustee Board meets its responsibilities for the good governance of the Guild in line with charity law and guidance.
- To facilitate and guide the Trustee Board in their role of setting the organisation's strategy and providing strategic oversight of the delivery of the strategic plan on a regular basis.
- To oversee the annual cycle of Trustee Board meetings, away days and Trustees' training and development.
- To oversee agenda setting for Trustee Board meetings, in liaison with the Chief Executive, President and Guild staff.
- To chair Trustee Board meetings, making sure all Trustees are supported to contribute to discussions and voice their views and expertise, and to ensure that decisions of the Board are implemented.
- To act as a role model for the Trustee Board and represent the Guild at formal events and meetings as requested, subject to availability.
- To liaise regularly with the Chief Executive Officer and President on high-level decisions, maintaining an overview of the Guild activities and providing support and advice.
- To act as the key channel of communication between the Trustees and Guild Staff team, via the Chief Executive.
- To oversee the process of appraising the performance of the Chief Executive Officer, on behalf of the Trustee Board.
- To liaise with University colleagues as required, representing the Trustee Board and Guild at a strategic level.
- To chair the Appointment and Disciplinary Panels, as required.
- To perform the duties as a Trustee, outlined in the External Trustee role description.

About the Role of Chair of Trustee Board continued.

Experience

The Guild of Students is looking for an experienced chair that will support the vision and values of the Guild:

- A leader with experience of facilitating strategic change in organisations.
- A good networker with relationship-building experience.
- A good understanding of the public, third or HE sector, and current HE issues.
- A familiarity and interest in the work of Students' Unions and the needs of its members.
- Experience and knowledge of charity and governance processes.
- Able to provide direction, leadership and support in a way that inspires confidence in and commitment from others.
- Demonstrates willingness to engage with students and attend high profile events in order to gain greater understanding of the role of the Guild and foster and encourage strong relationships.
- Knowledge and close association with the West Midlands preferably as a resident.

Time Commitment

The role of Chair involves an average minimum time commitment of 3-4 hours every month to chair the Trustee Board meeting (6 times per year, generally on a Monday evening between 17:30 and 20:00) and reading time to support those meetings, in addition to time involved in planning for meetings and liaising directly with the CEO and President on other matters.

Meeting commitments on an annual basis include:

- Two Board away days (usually prior to a Board meeting).
- Two interview days (on average) with Appointments panel to appoint new trustees.
- Occasional meetings (usually by phone/video call) with the Chief Executive, as required.
- Time spent carrying out the Chief Executive's annual appraisals (five to six hours per year)
- Attendance at Guild and University high profile events e. g Elections Results Night, Guild Awards as requested; approximately 3 times per year.

The post of Chair is appointed for a period of 3 years, with the option to serve a second term (at the discretion of Appointments Panel).

Remuneration

This role is not remunerated. However, reasonable expenses will be reimbursed. The Guild can offer administrative support and materials if needed.



About the Role of External Trustee

The responsibilities of the Chair covers two areas: those as an External Trustee (see below); and those specifically designated to the Chair (see previous section)

The Trustee Board ensures that the Guild meets the needs of its members and fulfils its responsibilities for the good governance of the Guild, in line with charity law. The role of the Trustees is to support the work of the Guild in line with our visions and values.

This is a fantastic opportunity to join an award-winning, multi-million pound charity. The Trustee Board is ultimately responsible for overseeing the affairs of the Guild. Our Trustees must ensure that the Guild is well run and delivers the objectives for which it has been set up. They must also ensure that the Guild works for and with its membership in all that it does, with a collective responsibility for the strategic direction of the organisation.

In this unique role, you will gain invaluable skills and experiences, and be part of a team that makes key decisions regarding the long-term future of the Guild. We are looking for individuals who are able to establish strong working relationships and take a cooperative approach to reach objective decisions.

The Guild welcomes applications from a wide range of backgrounds that are reflective of the full diversity of Birmingham's community, in particular applicants from people of colour as we seek to continually increase diversity within our governance structures.

We would encourage candidates with current or previous experience in a membership/charitable organisation; however this is not necessarily a requirement. We would be particularly interested to hear from individuals with experience of Strategic & Change Management.

About the Role of External Trustee continued.

Ethos

The Guild of Students is looking for External Trustees who will support the vision and values of the Guild:

- A good networker with relationship building experience.
- A good understanding of the public, third or HE sector, and current HE issues.
- A familiarity and interest in the work of Students' Unions and the needs of its members.
- Experience and knowledge of charity and governance processes.
- Able to provide direction, and support in a way that inspires confidence in and commitment from others.
- Robust judgement and the ability to seek and challenge information to reach and take decisions.
- Passionate about our organisation and wants to make a difference to students at the University of Birmingham.
- Undisputed personal integrity and a personal style that demonstrates authority, commitment and consistency.
- Ability to assimilate and analyse information quickly in order to debate issues at strategic levels.
- Demonstrates willingness to engage with students and attend high profile events in order to gain greater understanding of the role of the Guild and foster strong relationships.

Responsibilities

- To actively contribute, together with the other trustees, the Officer Team and the Chief Executive to ensure that the Guild has a clear strategic direction that meets the needs of its members and is focussed on achieving these.
- To be an ambassador of the Guild, safeguarding and developing its reputation and values.
- To protect and manage the assets of the Guild, taking all due care over their security, ensuring that they are used exclusively in pursuance of the agreed objectives.
- To ensure that the Guild uses its resources exclusively in pursuance of its objectives.
- To support the work of the Guilds' Trustee Board and Sub-Committees, where necessary.
- To adhere to all relevant Guild policy.
- To ensure that the Guild complies with its governing documents, charity law, company law and anyother relevant legislation or regulations.
- To contribute actively to the Board of Trustees, using any specific skills, knowledge or experience to help the Board reach sound decisions.

Expenses

The role is voluntary and therefore unpaid. However, reasonable expenses will be reimbursed and the Guild can offer administrative support if needed.

Person Specification

QUALIFICATIONS	ESSENTIAL	DESIRABLE
A degree qualification or equivalent evidence of continuous professional development and / or significant comparable practical experience.	✓	

SKILLS AND ABILITIES	ESSENTIAL	DESIRABLE
Ability to establish strong working relationships with a wide range of individuals and stakeholders.	✓	
Strong leadership skills, the ability to motivate and bring people together	✓	
Ability to work effectively within a democratic structure	✓	
Ability to use judgement to ensure the long-term sustainability of the Guild.	✓	

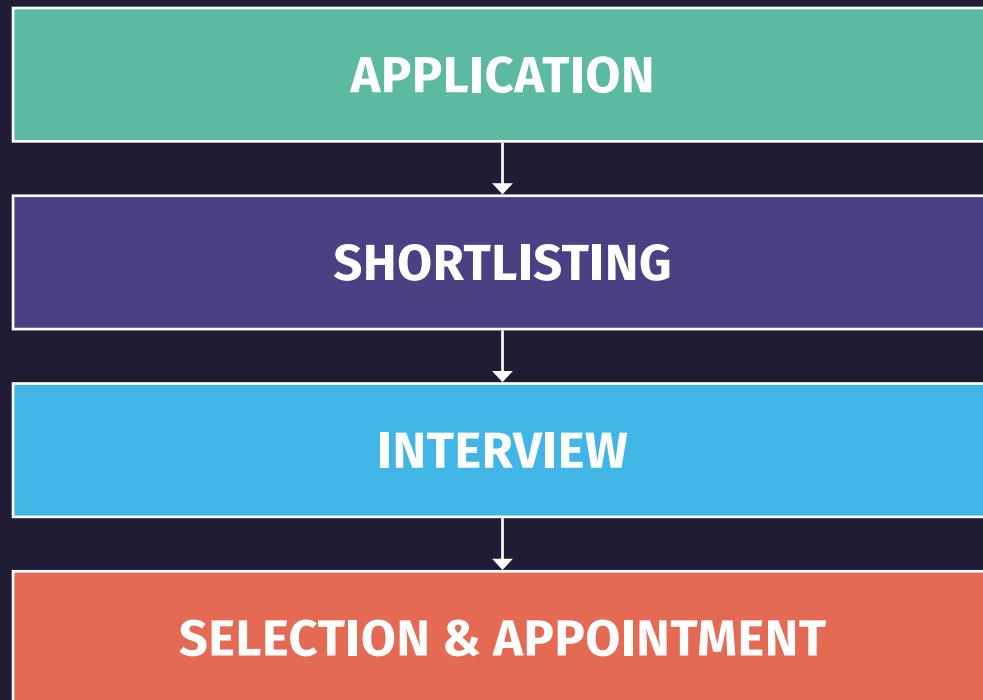
KNOWLEDGE AND EXPERIENCE	ESSENTIAL	DESIRABLE
An understanding of the issues facing students in higher education today and the role of a students' union	✓	
Operating at a strategic leadership level	✓	
Chairing meetings and ensuring collective decision making	✓	
Experience of strategic leadership across a range of business areas relevant to Board leadership in a charity, including Charity Governance/Law, Financial Management, Human Resources, Marketing & Communications, Health & Safety	✓	

PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
A team focused approach building a culture of openness, collaboration and trust.	✓	
Inclusive – champions equity, diversity and inclusion and encourages others to do the same.	✓	
Diplomatic - uses high levels of tact and diplomacy.	✓	
Self-motivated and confidence to speak openly - communicates clearly and effectively.	✓	
Integrity and Objectivity – Committed to continuous advancement of the Guild of Students, motivated by leading in a student-led, democratic workplace.	✓	
Accountability - to ensure continuity and strategic direction.	✓	
Honesty and a commitment to transparency.	✓	
Flexible and able to commit to approximately six hours per month.	✓	



Recruitment Process

New appointments to the Trustee Board and its sub-committees are made by our 'Appointments Panel', a body with representation from across all of the Guild's stakeholders. It includes senior staff from the University, the Officer team, and two elected students to comprise a panel of ten members. The recruitment process for this position is as follows:



How to Apply

The recruitment process is being undertaken by Inclusive Boards on behalf of The Guild. If you wish to apply for this position, please supply the following by **23.59 on Sunday 13th August 2023**.

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum 2 sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application and will be assessed.
- Details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you. Referees will not be contacted without your prior consent.

Recruitment Process continued.

Selection & Appointment

After interviews have concluded, Appointments Panel will make their selection and contact the successful candidate to offer them the role.

The successful candidate will be invited to attend the Guild for induction sessions with the Guild's Chief Executive and the outgoing Chair of Trustees, who is due to conclude their term in office in October 2023.

The successful candidate will be invited to attend the following meetings as an observer:

- Trustee Board Meeting, Monday 11 September 2023,
6:00pm – 8:00pm.
- Trustee Board Meeting, Monday 23rd October 2023,
6:00pm 8:00pm

If you have further questions after reading this pack, please email BGuild@inclusiveboards.co.uk or call [0207 267 8369](tel:02072678369). Please visit www.inclusiveboards.co.uk/opportunities to apply online or send your CV and cover letter to BGuild@inclusiveboards.co.uk

Following the deadline for applications, candidates successful at first sift will be invited to an interview with Inclusive Boards. We anticipate that final interviews with the guild will take place week commencing 4 September 2023.





University of Birmingham
Guild of Students,
Edgbaston Park Road,
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B15 2TU