

# Trustee FAQs



The EAUC Board is made up of 12 volunteer Trustees and Director with experience in the Further or Higher Education sector. We have one long-standing Trustee reach the end of their tenure at the June 2022 AGM and a further trustee has retired from the Board so we will have TWO 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.

Read more about our approach to equality and diversity [here](#).

Last year we looked at barriers to members coming forward for election, one of which was a requirement for previous Trustee experience. To address this:

- In 2021 we amended this to "experience of making an impact through committees or working-group membership inside or outside the workplace"
- In 2021 we created new Associates positions for the Board, we will have a full review post AGM once their one year tenure has completed.

From June, the new full Trustees we are seeking will be motivated and dynamic individuals who are either:

- Financial or commercial experience/background and/or
- From a FE college

As one of the trustees that is retiring has a financial background we are seeking to replace this essential skill. You do not need to have financial qualifications but an understanding of budgeting, risks and income generation is welcome.

The Board wishes to retain at least 2 positions on the Board to be from the FE college sector. So at least one of the vacancies will be ring-fenced for FE applicants.

Length of time in the role is not a determinant and we are particularly keen to source applications from a greater ethnic diversity than previously. Trustees declaring other protected characteristics are also under-represented so please do make enquiries if a deeper engagement with EAUC appeals to you.

Ultimately it is the EAUC membership which votes on the proposed Trustees at the AGM on 23rd June 2022.

We look forward to receiving your enquiries about joining our Board! If you have any questions please contact our Company Secretary, [Fiona Goodwin](#).

The EAUC is committed to equality and valuing diversity within its workforce and trustees and actively encourages diversity in nominations. You can view our Equality and Diversity information [here](#).

Please complete the Nomination Form and refer to the FAQ's for full details. Deadline for applications is **4th May 2022**.

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## How does the process work?

We are asking that only Educational Members can apply to be a Trustee and Director – this can be a staff member or a student/learner. By law you have to be 18 years or older. 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](http://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 4<sup>th</sup> May 2022
- The Board select their recommendations if applicable – 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 if applicable, and vote
- Votes are taken by Educational Members via online voting which will open on 25<sup>th</sup> May until 15<sup>th</sup> June
- The results of the voting are announced at the online AGM on 23<sup>rd</sup> June 2022.

Voting by proxy 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 [Civica](#) (formerly called 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](http://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 – subject to current guidance). Communications also take place via email in between meetings. It is important that you are able to attend the forthcoming Board Meetings:

- 19<sup>th</sup> & 20<sup>th</sup> September 2022
- 28<sup>th</sup> November 2022

The Board has three Sub-Committees – Audit; People and Performance and Income Generation and Organisational Development. 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.

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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 may 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](http://www.eauc.org.uk/our_executive_committee). We currently have 9 elected Trustees, 3 Branch Convenors and the CEO. The maximum number of elected Trustees is 9. We have 1 Trustee retiring at the AGM and 1 trustee who has already retired from the Board which is why we are looking to recruit 2 Trustees.

## **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 limited by guarantee and all Trustees are registered as Directors of the company with Companies House.

## **I need further information?**

If you would like more information and to talk to us before submitting your nomination please email Jim Longhurst, Chair of the Board, at [James.Longhurst@uwe.ac.uk](mailto:James.Longhurst@uwe.ac.uk) or Fiona Goodwin, EAUC Deputy CEO and Company Secretary - [fgoodwin@eauc.org.uk](mailto:fgoodwin@eauc.org.uk).

- You can view our constitution and Annual Reports at [www.eauc.org.uk/eauc\\_governance](http://www.eauc.org.uk/eauc_governance).
- You can learn more about the history of the EAUC at [www.eauc.org.uk/about\\_us](http://www.eauc.org.uk/about_us).
- You can learn more about the role of a Trustee at <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

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## 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
- 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
- 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

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## **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