

TRUSTEE RECRUITMENT PACK

Thank you for your interest in becoming an Additional Trustee at Dundee University Students' Association (DUSA). We are delighted that you are considering contributing your time, experience, and insight to help us shape a better student experience.

DUSA is an independent, student-led charity representing over 15,000 students at the University of Dundee. We provide support, representation, services, and opportunities to help students succeed and thrive.

Our Board of Trustees plays a crucial role in ensuring that we remain financially sustainable, legally compliant, and student-focused. With the higher education sector undergoing significant change, we will be embarking on developing our next strategic plan, making this an exciting and important time to get involved.

If you're passionate about governance, strategy, and making a tangible difference, we would love to hear from you.

Who we are

DUSA exists to support and represent students at the University of Dundee. We are a registered Scottish charity with a mission to make student life better through services, opportunities, and advocacy.

- Over 15,000 student members
- Based in Dundee, Scotland
- Governed by a Board of Trustees
- Run day-to-day by a Senior Management Team led by the Chief Executive

We operate across multiple areas:

- Representation: ensuring student voices shape University decisions
- Advice & Support: offering impartial, confidential help
- Activities: coordinating student societies, volunteering and community projects
- Commercial Services: including food outlets, bars and retail that help generate income

We are proud to be a student-led organisation that champions equality, inclusion, and sustainability.

Our Board of Trustees Composition

DUSA is governed by a Board of Trustees who collectively oversee our strategic direction, finances, and legal compliance.

Board Composition:

- 7 Additional Trustees (external, voluntary members)
- 7 Student Trustees (annually elected student officers)

The Board meets every 6-weeks, with sub-committees convening prior to every Board meeting. The Chair of Board is an Additional Trustee and works closely with the Chief Executive.

External Trustees help DUSA remain focused on its charitable objectives and ensure good governance. Their responsibilities include:

- Providing strategic oversight and direction
- Ensuring legal and regulatory compliance
- Overseeing financial sustainability and risk management
- Supporting effective governance policies and procedures
- Bringing experience, judgement, and independence to Board discussions

Trustees act collectively and in line with the [OSCR](#) guidance.

Who should apply?

We welcome applicants from all backgrounds, and no prior experience in the student sector is necessary. We value a wide range of skills and attributes, such as:

- Strong strategic thinking and sound judgement
- An understanding of the role and responsibilities of charity trustees
- An interest in the work of Students' Unions/ Higher Education
- Commitment to equality, diversity and inclusion
- Collaborative, communicative, and willing to challenge constructively
- Ability to adapt to the dynamic needs of a student-led organisation
- An awareness of the effective governance of organisations (public, private or voluntary sector)
- Experience in supporting the strategic development or management of an organisation
- Ability to work as part of a team
- Understanding Dundee, its campus environment and links to the wider community.



Term Appointment

2-year term, renewable up to 3 consecutive terms (maximum 6 years)



Diverse Perspectives Welcomed

Appointments are made by the Board and approved by the Student Representative Council



Training

All Trustees receive a full induction, with continued support from the Chair, CEO, and senior staff

Trustee responsibilities:

Governance and Strategy

- Contribute to the development and monitoring of DUSA's strategic plan.
- Support effective decision-making and hold the organisation accountable to its mission.
- Promote high standards of governance, transparency, and integrity at board level.
- Provide independent insight and constructive challenge as part of board discussions.

Compliance and Oversight

- Ensure compliance with legal, regulatory, and constitutional requirements.
- Oversee the implementation and review of relevant governance policies.
- Support the organisation to uphold its charitable objectives, values, and ethical standards.

Finance and Risk

- Ensure DUSA's financial affairs are well-managed and sustainable.
- Review and approve budgets, financial statements, and risk registers.
- Oversee reserves, income generation, and investment of assets.
- Contribute to sound risk management and internal control processes.

Eligibility:

Under the Charities and Trustee Investment (Scotland) Act 2005, you cannot act as a trustee if you are:

- Disqualified from being a company director
- Subject to an individual voluntary arrangement (IVA), debt relief order (DRO), or bankruptcy restrictions
- Convicted of an offence involving dishonesty or an offence under the 2005 Act
- Removed from serving as a trustee by a charity regulator or court
- Disqualified under the Protection of Vulnerable Groups (Scotland) Act 2007

For full details, visit OSCR's guidance on trustee eligibility. We ask all shortlisted candidates to confirm they are eligible before appointment.

Application:

To apply, please send your CV and a short cover letter to:

✉ board@dusa.co.uk

If you would like to have an informal conversation about the role, please contact:

Kellie Ioannou

✉ kioannou@dusa.co.uk

