Introduction
The University is seeking to recruit one Alumni Association member\(^1\) of the Board of Trustees (the Alumni Association Trustee), from 1 January 2019.

The governing body of the University, the Board of Trustees, has ultimate responsibility for directing the affairs of the University. In particular the Board has to ensure that the University is well-run, meeting its aims and working within its legal, regulatory and financial obligations.

The Board has one Alumni Association Trustee. Other members of the Board include the Vice-Chancellor and Deputy Vice-Chancellor, as well as other University staff and members from outside the University. More detail about the current members can be found here.

It is really important for the Board to make the best possible decisions, and so members of the Board are chosen to bring a wide range of skills and experience. Trustees make decisions for the benefit of the University as a whole, not just for their particular constituency. The Alumni Association Trustee has the same rights and responsibilities as the other Trustees: although he or she does not ‘represent’ alumnae views in the usual sense, they use their knowledge and experience of being an alumnus in the Board’s decision-making.

Term of Office:
Appointments for the Alumni Association Trustee are for renewable three-year terms (subject to a maximum of three such terms). The appointment will therefore run from 1 January 2019 to 31 December 2022.

Time Commitment:
You must attend the meetings of the Board of Trustees, and you are expected to prepare for each meeting by reading the paperwork for that meeting (this is sent 7 days in advance). Most meetings of the Board of Trustees take place over one full day.

The meetings of the Board of Trustees for the year ahead are:
- 5 October 2018 (1 day)
- 9 November 2018 (1 day)
- 25 January 2019 (1 day)
- 14 and 15 March 2019 (1 half day away day, followed by evening dinner and 1 day for a meeting)
- 24 May 2019 (1 day).

You may also be asked to join one of the committees of the Board of Trustees, and it is anticipated that the successful candidates will join the Audit Committee, Honorary Degrees Committee, the Membership Appointments and Governance Group (MAGG), and the Nominations Committee of Court. The dates for these meetings are below:

- **Audit Committee**: 10 September 2018; 22 October 2018; 4 February 2019; 29 April 2019. All meetings are circa 2-3 hours.
- **Honorary Degrees Committee**: 13 November 2018. All meetings are circa 2-3 hours.
- **MAGG**: 10 October 2018; 4 March 2019; 7 May 2019. All meetings are circa 2-3 hours.
- **Nominations Committee of Court**: 26 September 2018; 13 February 2019; 22 May 2019. All meetings are circa 2-3 hours.

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\(^1\) Formerly known as Convocation Member or Convocation Trustee
Core responsibilities:
- To attend meetings regularly.
- To participate fully in Board of Trustees’ debate and discussion, and to make your knowledge and experience available to the Board as the opportunity arises.
- Along with the other Trustees, to ensure that the University has a clear strategic direction and help to monitor/evaluate the University’s delivery of that strategy.
- To attend training as required to carry out your role.
- Along with the other Trustees, to ensure that the University complies with its legal, regulatory and financial obligations.
- To act as an ambassador for the University, promoting its activities in the wider community.

Preferred skills and experience
The qualities sought in Alumni Association members of Board are:
- a strong personal commitment to Higher Education and the values, aims and objectives of the University
- a willingness to participate actively in Board deliberations and in Board committees
- a willingness to participate as an ex-officio member of the standing committee of the Alumni Association. Please note the University is currently in the process of considering modifications to the standing committee, which may affect this
- act as an ambassador for the University, promoting its activities in the wider community
- assist with philanthropic projects
- an understanding of the importance of, and a commitment to, equality and diversity
- respect for confidentiality.

All members of Board are expected to act in accordance with the University’s Code of Conduct for members of the Board.