Union of Students in Ireland Governance Committee Recruitment Pack

# Welcome

Thank you for expressing interest in becoming a member of the Union of Students in Ireland’s Governance Committee. A strong and active Governance Committee is essential for us as we endeavour to build on recent successes and continue to move forward.

The Union of Students in Ireland is the national representative body for over 374,000 students in tertiary education on the island of Ireland and its purpose is to represent and campaign for the rights of students.

This newly established Committee will replace the USI Finance Committee and Board of Trustees which was agreed by USI members at USI Congress in 2020.

More information on the organisation can be found on www.usi.ie.

This pack should contain all that you need to apply to become a member of the USI Governance Committee.

* Committee Description
* Person Specification
* Application Form

Completed applications should be sent to the USI President at [president@usi.ie](mailto:president@usi.ie) by 22nd July 2020.

We do hope you decide to apply for this position.

Yours faithfully,



Lorna Fitzpatrick

USI President

2020-2021

# Governance Committee

Governance Committee is responsible for the implementation of good governance and is made up of at least ten members. These include the President, an Independent Chair, four Sabbatical Officers and four external members. It meets at least six times a year.

The role of Governance Committee is to ensure the legal and regulatory compliance of USI and to develop and implement policies in the areas of governance, financial management, human resource management and risk management. The President reports to National Council on the work of Governance Committee and Governance Committee makes an annual report on its work to Congress.

Sub-committees or working groups may be set up by Governance Committee as needed with the approval of National Council.

In order to fulfil its responsibilities, Governance Committee undertakes the tasks detailed in the Constitution and Handbook. You can find all the relevant documents on the USI website: <https://usi.ie/about-usi/governance-committee/>

## Key Responsibilities

1. Implementing good governance practice
2. Managing finances
3. Managing Human Resources
4. Ensuring compliance with legal and regulatory requirements
5. Managing risk
6. Working effectively

## Decision making responsibilities include:

These are the decisions that can be made by Governance Committee:

1. Actions necessary to implement approved governance policies and procedures
2. Actions necessary to implement approved financial policies and procedures
3. Choosing an auditor to recommend to Congress on an annual basis
4. Actions necessary to implement decisions in relation to financial management and commercial development of USI
5. Actions necessary to implement approved employment policies and procedures
6. Actions necessary to ensure legal compliance
7. Actions necessary to implement agreed legal strategy in relation to any litigation that may arise
8. Actions necessary to implement the risk mitigation programme
9. Entering into any necessary agreements and signing guarantees in relation to the borrowing, raising or securing of the payment of money on behalf of National Council, if authorised to do so by National Council

# Person Specification

The role and responsibilities of Governance Committee require a range of skills and attributes within its membership. It is desirable to have the following skillsets represented among the four external members of Governance Committee.

* Governance experience within a non-profit organisation
* Financial management experience
* HR management experience
* Experience of legal compliance/risk management
* Knowledge of USI

The Chair of Governance Committee acts as the line manager of the General Manager, unless Governance Committee appoints another external member of Governance Committee to that role.

* Induction: It is the responsibility of the line manager to ensure an incoming General Manager receives an appropriate induction.
* Management: The direction of the General Manager’s work is based on their job description and priorities are agreed with their line manager. The General Manager reports to their line manager on a regular basis.
* Support: It is the responsibility of the line manager to ensure that the General Manager receives any training or other support that may be needed.
* Dealing with problems: Any problems that cannot be sorted out informally should be dealt with under the grievance, disciplinary and bullying and harassment procedures outlined in the Employee Handbook.

## Remuneration Expenses

The External Members positions on the Governance Committee are not remunerated but appropriate expenses will be paid in line with USI policies.

USI will provide the Independent Chair of Governance Committee with appropriate remuneration and any relevant support required to fulfil the role.

The member of the Governance Committee that takes on the responsibility of providing line management to the General Manager will be remunerated for those duties.

## Term of Office

External members of Governance Committee serve a term of three years, at the end of which they may be nominated to serve a second term of three years. At the end of their second term they must step down from the Governance Committee.

The Independent Chair may serve a maximum of two x three year periods before stepping down as Chair and may not be re-elected as Chair for a period of three years.

No member can serve for more than 6 years consecutively without a three year break.

## Time Commitment

Governance Committee will meet at least six times a year.

# Membership of the Committee

In order to ensure both student representation and the necessary skills and attributes Governance Committee shall be composed of at least ten members, to include the following:

* President of USI
* An Independent Chair
* Four Sabbatical Officers, each from a different USI member organisations (who are not Executive Team members). Two Sabbatical Officers will be elected at the first National Council meeting of the year and two will be elected at the last National Council meeting of the year.
* Four external members who may not have been a staff member, service provider, hold any other role e.g. steering, elections, etc or member of USI for three years prior to their appointment.

The General Manager attends meetings and provides administrative support to the Governance Committee but is not a voting member of the Committee.

# Applications

Application is via the application form available below plus a supporting statement (the statement to be of no more than two sides of A4) detailing why you are applying for the position and how you meet the requirements of the person specification.

Candidates are also required to read and sign the enclosed Trustee Declaration.

Complete application forms should be returned to USI President at [president@usi.ie](mailto:president@usi.ie) by 22nd July 2020.

# External Member Declaration

All prospective External Members of Governance Committee must read and sign the declaration below and return the completed and signed form with their application:

I declare that:

* I am over 18 years of age
* I have not been a been a staff member, service provider, hold any other role e.g. steering, elections, etc or member of USI for three years.
* I have never been convicted of an offence involving dishonesty or deception that is not regarded as legally spent
* I am not an undischarged bankrupt or disqualified director
* I have not made compositions with my creditors from which I have not been discharged

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_/\_\_/\_\_\_\_

# Application Form

|  |  |
| --- | --- |
| **Name** |  |
| **Email** |  |
| **Phone number** |  |
| **Current Occupation, if any** |  |
| **Qualifications, if any** |  |

Which position are you applying for [please tick which applies]?

|  |  |
| --- | --- |
| External Member |  |
| Chair |  |
| External Member with Line Management responsibilities |  |
| Chair with Line Management responsibilities |  |

Which of the following skills or experiences could you bring to the Governance Committee? Please indicate where you feel this is a principle skill by inserting a ‘P’ or if you feel it is a secondary skill, please insert a ‘S’.

|  |  |
| --- | --- |
| **Skill** | **Principle or Secondary Skill** |
| Governance experience within a non-profit organisation |  |
| Financial management experience |  |
| HR management experience |  |
| Experience of legal compliance/risk management |  |
| Knowledge of USI |  |
| Other (please list below) | |
|  |  |

Please give brief description of those skills and demonstrate citing examples your experience, please include dates and job titles indicating whether paid or voluntary

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How did you become aware of the vacancy?

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