

WOULD YOU LIKE TO BE THE STUDENT GOVERNOR?

What's this about?

The University of Portsmouth is one of the foremost educational institutions in the UK with strengths in teaching, research, innovation and business engagement. It combines a strong local and regional presence with an international outlook.

Our Governors play a key part in driving us forward and strategically planning our future development. The Board comprises 25 Governors. Eighteen are appointed from outside the University and seven are appointed from within the University community, including the President of the Students' Union (*ex-officio*) and one Student Governor.

Opportunity arising ...

The Board includes a Student Governor from the student body at large. We are advertising now to make a new appointment. This is your chance to be part of the Governing body.

Interested?

If you want to put yourself forward, then now is your chance. All nominations are welcomed from registered students of the University of Portsmouth: whether undergraduate or postgraduate. The Board encourages diversity and welcomes nominations from all sections of the community. Please note, this is not a remunerated post.

Process

The process of appointment is the same as that used to recruit External Governors. Nominees shortlisted will be invited to an introductory session and interview. A one or two-year term of appointment is usually appropriate, and the term of appointment will be considered on a case by case basis, depending on individual circumstances.

Further information and an application form is contained within this pack.

Deadline for applications

Applications must be received by close of play on **Monday 11 March 2019**.

More information

For more information, please contact Annette Bourke, Head of Governance Services, at University House, Winston Churchill Avenue, Portsmouth PO1 2UP, by telephone 023 9284 3104 or e-mail: annette.bourke@port.ac.uk.

BOARD OF GOVERNORS

STUDENT GOVERNOR – Role and Responsibilities

Information for Prospective Student Governor Applicants

TERMS OF APPOINTMENT	
Length of appointment	A two-year term of appointment would be appropriate where possible, but the term of appointment will be considered on a case by case basis, depending on individual circumstances.
Time commitment	<p>On average, 1 or 2 meetings per month.</p> <p>Per annum:</p> <ul style="list-style-type: none"> - Board Meetings: 5 x half day - Committee Meetings: 8 x half day - Annual seminar: 1 day <p>There is also a time commitment for reading in preparation for those meetings.</p> <p>Note: some Governors choose to take up opportunities to be on more than one committee and/or attend invitations and functions at the University - but this very much depends on the individual capacity/time availability of those Governors.</p>
Remuneration	Unpaid
Expenses	Expenses for travel and subsistence and training in relation to duties undertaken as a consequence of Board membership.
Exclusions	<p>In line with the Instrument of Government, some people may be excluded from holding office if they have been declared bankrupt or have certain criminal convictions. For more details, refer to the Executive Director of Corporate Governance or see paragraphs 6.5 – 6.8 of the Instrument of Government which can be found at:</p> <p>Instruments of Government</p> <p>You must be a registered student of the University to be appointed to this role and your appointment will terminate if you cease to be a registered student of the University.</p>
ROLE SPECIFICATION:	
<p>Our governors play a key part in driving the University forward and strategically planning our future development. Our External Governors are individuals with skills, knowledge, experience and reputation in industry, commerce, the public sector, the practice of a profession, or equivalent, with a capacity to inquire, challenge and enhance. The Board wishes to appoint a student governor from the student body at large, to bring a student viewpoint and perspective to the Board's work. All nominations are welcomed, but from time to time we may specify experience in particular fields in order to complement the existing profile of the Board membership.</p>	

Responsibilities of Governors:

- 1) to carry out the responsibilities of members set out in the Committee of University Chairs (CUC) Code including proper conduct of public business, strategic planning, monitoring performance, finance, audit, estate management, charitable status, staffing, Students' Union and Health and Safety,
- 2) to serve on one or more committees of the Board and/or serve on the boards of subsidiary companies or on other bodies on behalf of the Board,
- 3) to participate fully in the life of the University community by attending ceremonial, artistic and public events and lectures and taking an active interest in the work of the University community,
- 4) to promote the University in the wider community,
- 5) to observe the seven [Principles of Public Life](#) as set out in the first and second reports of the Committee of Standards in Public Life (the Nolan Committee),
- 6) to undertake such training and induction as required to carry out the role of a member of the Board.

Person specification:

A Student Governor should

- 1) from their experience, particularly as a Student, bring real insight to the proceedings of the Board,
- 2) understand the distinction between governance and management,
- 3) be able to demonstrate an interest in and commitment to higher education and to public service,
- 4) be able to demonstrate the ability to exercise their responsibilities with independence and discretion,
- 5) be able to attend, on average, one or two meetings a month at the University,
- 6) be able to work as part of a team: the Board of Governors exercises its responsibilities in a collective and corporate manner, with all of the members acting as a body.

Helpful information:

Further information on the Board of Governors can be found on the Governors' website at

[Board of Governors](#) under the section 'About Us'.

You can see the Committee of University Chairs (CUC) Code at:

[Committee of University Chairs](#)

APPLICATION FOR APPOINTMENT TO THE BOARD OF GOVERNORS

STUDENT GOVERNOR

Please read these guidelines carefully before completing the form

<p>Equality of opportunity within the University of Portsmouth</p>	<p>The Board of Governors operates a Nominations and Appointment process in a fair and systematic way which promotes equality of opportunity.</p>
<p>Some notes about this Application Form</p>	<p>The pages that follow comprise the main application form for your completion. This will be used as the basis for shortlisting and selection. You are welcome to enclose a CV also.</p> <p>The Equality and Diversity monitoring form is an anonymous survey and will provide information which is needed for monitoring. The information is anonymous. Please complete this survey at the same time as your application.</p> <p>These guidelines are for your retention.</p> <p>The information that you have provided will be held in accordance with the General Data Protection Act.</p>
<p>Completing this Form</p>	<p>Please complete all sections.</p> <p>Please ensure that you read the declaration and sign the form to certify that all the information you have provided is accurate. The University reserves the right to check any of the details you have provided.</p>
<p>Acknowledgment of Applications</p>	<p>The Office of the Executive Director of Corporate Governance will acknowledge receipt of all applications.</p> <p>Nominations Committee will determine the applicants to be selected for interview. All applicants will be contacted by the Office of the Executive Director of Corporate Governance to confirm receipt of their application.</p>
<p>Nominations Process</p>	<p>The Board encourages, supports and values diversity and welcomes nominations from all sections of the community. Nominations are particularly welcome from women and minority ethnic people who are currently under-represented on the Board.</p>

APPLICATION FOR APPOINTMENT

STUDENT GOVERNOR

Confidential when completed

1. Personal Details		
Surname/Family Name:		
Title (e.g. Mr/Mrs/Miss/Ms/Dr):		
Forename(s):		
Preferred name:		
Address for Correspondence:		
Telephone Number (including area code)		
Home	Work	Mobile
E-mail address:		

2. Reasons for applying

3. Knowledge, Skills, Experience and Values.

You should have received a description of the role specification, the responsibilities, and the person specification associated with being a Student Governor and against which all shortlisting and selection decisions will be taken. Please describe how you meet the stated requirements. It would be helpful to give examples of how and where your knowledge, skills and experience etc. were gained. Your examples may be drawn from student experience, paid employment, community / voluntary work or leisure activities.

Please also state your current course and year of study at the University.

If you wish to supply a curriculum vita, please do so.

4. Introductory Session/Interview Date

In order to help us to arrange a mutually convenient date please give details below of any known dates in the future when you will not be available. It should be noted that it is not always possible to meet suggested alternative dates, therefore, unfortunately we cannot guarantee you an interview.

5. Criminal Convictions

If you have any unspent criminal convictions or have any criminal proceedings pending against you, then please give full details as a separate document, clearly stating your full name. This document should either be sent in an envelope marked "Private and Confidential" to the Executive Director of Corporate Governance, or e-mailed to adrian.parry@port.ac.uk, detailing 'criminal conviction information' in the subject box.

This envelope/e-mail will only be opened if your application is shortlisted. If you are unsuccessful at this stage, then this envelope/e-mail will be destroyed unopened.

Nominees will be judged on their ability to perform the duties of the role and convictions will only be taken into account if they are relevant to that role.

6. Declaration

I declare that the information given in this nomination and in any additional information I enclose is true, to the best of my knowledge, with nothing having been omitted that would affect this application. I have not canvassed either directly or indirectly any member of the Board of Governors or employee of the University of Portsmouth and will not do so. I understand that any false statement may give cause for my dismissal from the Board should I be appointed.

Signed _____ Date _____

When completed please forward this form by post or by email to:

Corporate Governance Office

Room 3.20, University House, Winston Churchill Avenue, Portsmouth, Hampshire, PO1 2UP

Corporate-governance@port.ac.uk