

## **Lay member of the Board of Trustees**

### **Current vacancy**

We are seeking expressions of interest from high calibre individuals who would like to join our Board of Trustees in a voluntary capacity. As a Trustee the commitment and energy you display will make a noticeable difference to SOAS and help take forward our ambitious vision and strategy.

You should have recent or current senior-level experience in higher education, and your enthusiasm and commitment to the sector will make a direct impact to the work of the School. You will have the opportunity to engage with the executive on the School's ambitious plans in respect of teaching and research.

The School needs to use its distinctiveness and reputation to stand out in a sector that is becoming increasingly competitive. This is an exciting time for us as we continue to forge our identity following our recent year of centenary celebration, as we continue to look at ways in which we can retain and enhance our global reputation. You will have the skills to make this happen and the opportunity to make a contribution to determining the strategic direction of this leading centre for the study of Asia, Africa and the Middle East.

The Board of Trustees and the School encourage, support and value equality and diversity, and welcome expressions of interest from all sections of the community.

### **Role description**

#### **Skills and Experience**

The School looks for a variety of qualities in the lay members of the Board of Trustees.

You will be someone with excellent interpersonal and communication skills, who is an established figure in your field, preferably higher education. You will be able to bring insights from that area to the overall governance of the School. You will have board level experience and/or have had a prominent or senior position within your profession.

You will need substantial, senior level experience of guiding and directing an organisation through strategic and structural change during a period of significant external pressures.

You will have a strong personal commitment to, and passion for, higher education and the values, aims and objectives of the School, as well as to the regions and subjects covered in our teaching and research.

You must be able to exercise governance responsibilities with drive, enthusiasm, initiative, creativity, commitment and discretion, and in accordance with the Nolan Principles on Standards in Public Life.

You will have the time and focus to contribute effectively with the ability to absorb and analyse complex information quickly and accurately.

You will be able to work as part of a team with other Trustees, the senior management of the School, and with external stakeholders to, among other things, bring about change to help the School prepare for a new era beyond its centenary.

It would be helpful to the School if you had experience in human resources management, marketing, information technology or fundraising, but experience in these areas is not a requirement.

### **Duties and Time Commitment**

The Board of Trustees is responsible for the governance of the School. Trustees are expected to carry out the responsibilities set out in the School's Handbook for Board of Trustee members and in the Committee of University Chairs' (CUC) Higher Education Code of Governance, and to undertake such induction, training and briefing as may be required to carry out the role effectively.

You will be expected to play a role in ensuring that the necessary business of the Board of Trustees is carried out efficiently, effectively, and in a manner appropriate to the proper conduct of public business. You will be able to make constructive contributions to debate and be prepared to make your knowledge and expertise available to the Board of Trustees, and to other Committees to which you are appointed, as opportunities arise. As well as being involved in the strategic decision-making undertaken by the Board of Trustees, you will act as an 'ambassador' of the School, to help in areas such as fundraising, and to attend events as appropriate.

It is essential that you are able to commit sufficient time to attend and undertake the work related to the seven meetings of the Board of Trustees that occur each year. There are also a number of more informal meetings of the Board of Trustees which are held to enable members to discuss particular issues in detail. Attendance at ordinary and special meetings is expected of all members.

In addition to the time required for induction and training sessions you will also be expected to be a member of at least one sub-committee of the Board of Trustees. Sub-committees meet at least three times a year. You will need to have time available to prepare for and attend these meetings.

Some School committees are able to appoint lay members who are not members of the Board of Trustees. We will assume that, unless you indicate otherwise, you would be interested in serving on a School committee appropriate to your skills and expertise without membership of the Board of Trustees, should this be offered.

Members are normally appointed for a period of four years, although this will be adjusted if your appointment starts part way through an academic session. .

Information about School governance can be found at [www.soas.ac.uk/admin/governance](http://www.soas.ac.uk/admin/governance)

### **Remuneration**

This is a voluntary position, which is not remunerated. However, reasonable travel and subsistence costs will be reimbursed.

### **How to apply**

Please send a letter (maximum 2 sides of A4) setting out why you wish to be considered for Board of Trustee membership, and what you consider you would be able to contribute to the work of the School's Board of Trustees and the life of the School.

The letter must also include details of two referees. Please indicate if you do not wish these referees to be contacted immediately.

Please send this letter, marked Confidential BOT. Recruitment/2018

together with your CV to:

Chris Ince  
Director of Governance and Legal Services  
SOAS  
Thornhaugh Street  
Russell Square  
London WC1H 0XG

or to [ci1@soas.ac.uk](mailto:ci1@soas.ac.uk)

Please include in the documents an e-mail address and a telephone number on which you can be reached.

Please note that your application must be **received** by noon on **Friday 29th June 2018** .

## **SOAS University of London**

SOAS University of London is the only Higher Education institution in Europe specialising in the study of Asia, Africa and the Near and Middle East. For the last 100 years we have grown and developed to take our place as a global university, teaching and researching across a range of social science and humanities subjects, rooted in the culture and languages of the regions in which we specialise.

The School is home to some of the world's leading experts and researchers in these regions who are regularly interviewed by the world's media including the BBC, ITN, Reuters and CNN. They act as advisors, commentators and consultants to government departments and non-governmental organisations, as well as the private sector and multinational companies. As such, the School has gained a global reputation as a leading institution for the study of these regions, which is reflected in the diverse nature of its staff and student community.

The library is one of just five National Research Libraries (NRLs) in the country and houses the world's largest concentration of scholarly works on Asia, Africa and the Middle East. It has many treasures including a 9<sup>th</sup> century Tibetan prayer book, priceless Japanese scrolls, original maps of Africa drawn by 19<sup>th</sup> century explorer David Livingstone and the first-known writings in the Aboriginal language.

Approximately 5,800 students from 130 countries study at undergraduate and postgraduate level, 50 per cent of whom are from outside the UK. There is a well-established and active alumni community in more than 180 countries who are involved in hosting events around the world each year. SOAS has many high-profile alumni including world leaders, human rights lawyers, politicians, ambassadors, diplomats, journalists, philosophers and writers, many of whom have helped bring about change to improve the world in which we live.

Further information about SOAS can be obtained from our website at [www.soas.ac.uk](http://www.soas.ac.uk)

### **SOAS Mission Statement**

SOAS provides resources and knowledge about Africa, Asia and the Middle East to equip people for a global economy and a multicultural Britain.

The School's purpose is:

- To advance through teaching and research the knowledge and understanding of Africa, Asia and the Middle East.
- To contribute to the development of the School's academic disciplines.
- To provide high quality education so that our students achieve excellence in their chosen subject or subjects and develop their intellectual and other core skills.
- To promote and lead global public education in our areas of specialist expertise concerning Africa, Asia and the Middle East, both in the United Kingdom and around the world.

For further information on SOAS's vision, purposes and values see: [SOAS Vision and Strategy](#)