



## TRUSTEE ROLE DESCRIPTION

### THE ROLE

We welcome applications from PSA Academic Members to become trustees of the Political Studies Association of the UK (PSA). You will join brilliant colleagues on our board of trustees (known as the Executive Committee) in setting and driving the PSA's strategy and mission. [About Us | The Political Studies Association \(PSA\)](#)

The rules governing how the PSA is run and operates as a registered charity and company limited by guarantee are given in our articles of association [here](#) and bye-laws which can be [found here](#).

The Political Studies Association is the leading learned society of its kind in the UK and welcomes students, academics, and practitioners within its membership from around the world. Since 1950 we have supported and developed Political Studies through bringing colleagues together at conferences, in specialist groups and through our academic publishing. We are a dynamic and vibrant organisation, and we look forward to gaining your support in seeing this community thrive in the future.

Knowledge of charity operations and finance is desirable but not essential; we will make sure you receive trustee and any other training to help you develop and succeed in this role.

**Remuneration:** Trustee roles are unremunerated. However, expenses to attend in person meetings will be paid. You will be supported to attend the PSA's annual conference during which the association's AGM is held. In 2025, this will be held in Birmingham from 14 to 16 April.

**Time commitment:** The board of trustees (Executive Committee) meets quarterly (some held online and some in person at the association's London office). This equates to one or two days a month on average. Typically, PSA trustees can serve up to two terms of three years.

### PERSON SPECIFICATION

Trustees of the PSA have a chance to shape the organisation's strategy and hence achieve more for our 1600+ members. Being a trustee is an opportunity for you to develop your skills, broaden your networks and make your contribution to improving the PSA as well as providing an opportunity to support the Politics and International Relations discipline and the thousands of students, teachers, and researchers active within it. You will be given full training and support in carrying out this important, enjoyable and fulfilling role.

We want and need our Executive Committee to reflect the diversity of our membership in all its forms. On this occasion we therefore particularly welcome applications from women.

To be successful in this role you would be expected to be:

- Experienced in budget, team, and project management;
- Able to work collaboratively with fellow trustees and with the PSA's CEO and staff;
- Prepared to dedicate the time and attention to detail required as a trustee so that you are well prepared ahead of meetings and on top of your portfolio;



# Political Studies Association

- Able to embody [The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](http://www.gov.uk) known as ‘The Nolan Principles’ and the codes and guidance concerning being an effective charity trustee, i.e.:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

<https://www.charitygovernancecode.org/en/pdf>

- A Strategic thinker
- Able to help the charity manage risk and boost its reach and impact.

## APPLICATION PROCESS

If you wish to discuss this role further, please contact the PSA’s Honorary Secretary John Craig or Chief Executive, Michelle Doyle Wildman via [nominations@psa.ac.uk](mailto:nominations@psa.ac.uk)

We would be delighted to receive your application by **10 March** comprising:

- Your CV
- A completed equal opportunities form (link to this on website page)
- A personal statement on why you wish to take up this role and what skills and experience you can offer
- Names and contact details of two referees who are also PSA members.

If we receive more applications than available positions, we will hold an election which will conclude on 25 April. We intend that the successful candidates will join the Executive Committee at its June meeting onwards.

**Thank you for your interest in supporting our association.**

**January 2025**