

RWPN Management Committee
Additional Meeting 31st January 2024

Minutes of Meeting

Present: Jim Bole, Sandy Davies, Andrea Doyle, Vikki Harris-Merrick, Debbie James, Simon Labbett, Kate Laybourne, Ray Maxwell, Simone Miller, Nic Poole, Dawn Taylor.

The meeting welcomed Vikki to her first meeting as the new representative for the north east region.

1. Request for funding to the Sight Loss Sector Partnership

The meeting reviewed the draft request to the SLSP that SL had drafted with input from AD and after consultation with DJ (around the nature of employment terms). This had been sent prior to the meeting. The meeting agreed clarification to the request on:

- Indicating flexibility around the way employed hours are agreed
- Including reference to performance measures and outcomes that might be agreed in tandem with funders

The meeting agreed that, with these changes, the request should be submitted to Phil Ambler at RNIB for onward transmission to the Partnership. **SL to action.**

2. Role of Treasurer

Simon reported that Daniel has taken the decision to step down from the role of treasurer due to personal circumstances. Daniel has said he hopes that he can remain on the management committee, but not in this role.

The meeting agreed the role needs a formal Job Description but that the treasurer does not have to be a VRS or Hab Specialist – their financial experience is paramount. It agreed that an advert should go out as an expression of interest as soon as possible, with further details on enquiry. **AD to send sample role description to SL and SL to also look for further examples. SL to draw up RWPN JD and put out expression of interest via members (in first instance).**