



TRUSTEE INFORMATION PACK

OUR CHARITY VALUES:

EXCELLENCE | COMMUNITY | EMPOWERMENT | SUPPORT | INTEGRITY

Introduction

Russell Cable, Chairman of the Trustees.

I am delighted to be Chairman of the Trustees for Southend in Sight.

I first came across the charity in 2015 when I started volunteering in the equipment centre. I was welcomed into the charity at a low point in my life but I quickly felt at home and gained a real feeling of worth again.

I went out of my way to be involved in as much as I could within the organisation and this eventually led to paid employment.

Southend in Sight also introduced me into a new group of good friends. This interaction with others in similar situations to yourself is, as strange as it may sound, a real confidence booster. It has made me realise there is no point trying to hide the fact you are visually impaired, something I always tried to cover up from fear of ridicule.

Thanks to the confidence I gained through the support and guidance of Southend in Sight, I started to work for a national sight loss charity in London, commuting up to Euston and travelling across the capital alone. I have since been promoted and currently manage the database for the Thomas Pocklington Trust.



Photo of Russell Cable.

I now have the opportunity to flourish in a career I never thought I could have. I owe it all to the good work done at Southend in Sight, and am really proud to lead the team here and have the opportunity to help others in a similar situation to my own.

My fellow Board members have a diverse range of skills and we are committed to fulfilling our charitable objectives. As we look to the future, we are seeking new Trustees to help us realise our exciting plans.

Lucy Martin, CEO.

As a small, independent charity based in Westcliff on Sea, our primary aim is to support people who live with sight loss in and around Southend.

Experienced staff at our Centre in Westcliff provides support and guidance for those wanting help in any area of their life. We understand the need to remain independent and work with people to address their individual needs.

We have a comprehensive programme of social activities to help people come together, make friends and reduce isolation.

Our Talk and Support service supports those that might be house bound and need that extra phone call and visit to let them know they are not alone living with their sight loss.

We also have an Eye Clinic Liaison Officer based at Southend Hospital Eye Clinic to help those in the early days of losing their sight.

We have a busy community fundraising team and our charity shop in Hamlet Court Road is extremely successful.



Photo of Lucy Martin.

Following the sale of our Care Home in September 2022, we are now looking to the future of the charity. There are a number of new projects we would like to explore and we are looking into the feasibility of modifying our building.

Visually impaired people remain at the heart of what we do and we hope to not only continue to improve our offer to them, but also sustain our work for many generations to come.

Who are the Trustees?



Photo of Stephanie Cooper.

Stephanie Cooper, Vice Chair.

I was first introduced to Southend in Sight (formerly known as Southend Blind Welfare Organisation) when my husband joined Southend Round Table which was heavily involved with the charity.

I also had a personal connection in that my Grandma started losing her sight in her eighties and was greatly assisted by Southend in Sight. The support she received certainly made her life so much easier. When I was invited to become a

Trustee it felt like the perfect opportunity to help others and give something back to the community.

It is good, but not absolutely necessary, if you can bring some kind of skill to the table. In my case I was more interested in the running of the organisation and supporting our clients and staff, a pastoral role. Yes, you do have to give a certain amount of your time to being a Trustee but the satisfaction of being part of a great charity makes it very worthwhile.



Photo of Sally Davies.

Sally Davies, Trustee.

I have been a Trustee and volunteer shop assistant for 3 years. After 20+ years as a Headteacher of special schools and CEO of a multi-academy trust I know that the key to success for any organisation is team work. As a Trustee of Southend in Sight I am able to use my skills and experience alongside other Trustees, staff and volunteers to ensure that the charity continues to thrive and support those in need.

Being a Trustee means giving of your time, energy, commitment but the rewards are great – I can now operate a till and use a card machine – so it not only makes a difference to your life but most importantly it can change and enrich the lives of others.



Photo of Clare McLewin.

Clare McLewin, Trustee.

Sudden sight loss in 2015 caused by a medical condition meant that my initial relationship with Southend in Sight was borne from need!

Receiving the news that your sight loss is irreparable, changes your life, regardless of age.

I was fortunate to be put in touch with Southend in Sight, where I received, and continue to receive, invaluable support and opportunities. Whether it's been walking over the top of the O2, 4x4 driving, or horse riding, coffee meet-ups, book club or choir, all of these have provided priceless opportunities to share with and learn from other visually impaired people.

With a background in secondary education and a keen interest in technology, I was excited to be invited to join the Board of Trustees in 2019. Having personally experienced the incredible work of the charity, I consider myself to be in a very privileged position of being both an active member and a trustee.

At this exciting stage in the charity's work, transferable skills and experience of living with sight loss can hopefully be utilised. I am fortunate to be working alongside a committed team who are determined to support those living with sight loss, which helps to enable people to continue to live independently.



Photo of David Wacogne.

David Wacogne, Trustee.

I was born in 1945 in Westcliff-on-Sea where I have lived almost all my life. I started work straight from school in 1962 as a quantity surveyor with a local firm and set up my own practice in 1983 retiring in 2004.

In 1974 I joined Southend Round Table which is when I first became aware of this Charity, then named Southend Blind Welfare Organisation. I became a volunteer, as did many Tablers, helping with fundraising events and Flag week collections. Also through practical help such as external decorations and with garden parties.

At that time we only owned the one property, bought in 1958 and converted into a care home for blind and partially sighted people, later named Elkington House, in Imperial Avenue, Westcliff-on-Sea. I provided professional services through my firm for all the major work carried out at the Home since my involvement with the Charity and voluntarily since my retirement. I became a Trustee in 1995 and have therefore been closely involved with the major expansion in the activities and diversity of the Charity. Despite being involved with all aspects of the Charity my main interest continues to be with building issues. Currently we have implemented a total oversight of our building and how it is planned and used, in order to consider rationally any major alterations and developments here, or indeed elsewhere, to continue to carry out our aims and ambitions in the most efficient, but more importantly, the best manner possible.



Photo of Jerry Davenport.

Jerry Davenport, Trustee.

I retired from practice fulltime in 2008, staying on as a part-time consultant for two years. In my retirement, one of my activities was golf, and it was there that I was accosted by Mike Smith, former Chairman, who persuaded me to stop idling my time away on leisure activities, and I then became a Trustee. I had previously acted as honorary solicitor for Age Concern Southend, and also as a Director of the Southend Masonic Centre, dealing with all the legal aspects of the purchase and creation of Saxon Hall.

Whilst I am now far from up-to date on the law my vast experience stands me in good stead to serve on the Board of Trustees and look forward to new members joining the team.



Photo of Southend in Sight staff team.

Trustee Job Description

Introduction.

The Charities Act 2011 defines charity Trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity.

Aim.

Under charity law, the Board of Trustees holds the ultimate responsibility for directing the affairs of Southend in Sight and ensuring that it is solvent, well run and delivering the charitable objects for which it has been set up. This document seeks to define the key responsibilities of the Trustees and provide clarity on the personal skills and experience required to successfully fulfil the role.

Associated Documents.

This job description and person specification should be read alongside the following documents and policies.

- Memorandum and Articles of Association.
- Trustee Recruitment and Appointment policy.
- Trustees Code of Conduct.

Job Description.

All Trustees are required to:

- Ensure that the charity pursues its stated charitable objects by establishing a clear vision, set of values and strategy, and ensuring that there is a common understanding of these by Trustees, staff and associated personnel.
- Ensure that operational plans and budgets support the vision and strategy.
- Ensure that the views of stakeholders (members, staff, volunteers, users of the services and associated personnel) are regularly sought.

- Ensure there is regular review of the external environment that might affect the charity (political, financial, demographic, partnerships).
- Ensure that the charity complies with the Articles of Association, charity law, company law and any other relevant legislation or regulations.
- Ensure the charity applies its resources exclusively in pursuance of its charitable objects.
- Ensure that the charity defines its goals and evaluates performance against agreed targets.
- Uphold the good name and values of the charity.
- Ensure the effective and efficient administration of the charity, including having appropriate policies and procedures in place.
- Ensure financial stability of the charity and ensure the proper investment of its funds.
- Protect and manage the property of the charity.
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the CEO.
- Hold the CEO to account for the management and administration of the charity
- Give serious consideration to procuring external professional advice on any matter that presents a material risk to the charity.
- Ensure that the charity acts in accordance with employment law and exercises a duty of care to its employees.
- Ensure that major risks to the charity are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.
- Ensure that the charity has an appropriate governance structure that reflects the diversity of its stake holders.
- Ensure that Trustees have an agreed Code of Conduct and comply with it, and that there are mechanisms for the removal of Trustees who do not abide by the principles stated therein.

Person Specification

All Trustees must be able to demonstrate the following skills and values:

- A wholehearted commitment to the aims and values of the charity.
- A commitment to the promotion of equality, diversity and inclusion.
- A willingness to devote the necessary time and effort and participate actively in the work of the charity and Board.
- Strategic vision focused on growth and impact.
- Good, independent judgement.
- An ability to think creatively.
- A willingness to speak their mind.

Time Commitment.

- To attend 4 Board meetings per year plus the AGM.
- To attend 4 Interim Trustee meetings per year (normally in the day time).
- Attendance at some supporter and fundraising events.

Appointment and Resignation.

- Trustees are recruited and appointed by the Board of Trustees and formally approved by the Members at the AGM.
- All Trustees' terms of office are for 3 years.
- When Trustees are approaching the end of their term of office, or anticipate that they will need to resign their positions they shall provide no less than 3 calendar months' notice.

Trustee Code.

Our Trustees are the custodians of the charity and legally responsible for ensuring that our resources and are used effectively in pursuit of our main objectives.

But the purpose and role of a Trustees is much more than compliance, we

need you to use your skills, knowledge and experience to ensure that the future of the charity is secure and forward looking.

In practice this means that you will:

- Be motivated by purpose, keeping our values and mission at the heart of all we do.
- Have a clear understanding of the charity, the trustee role and the responsibilities it brings.
- Be honest about performance, being committed to working together.
- Ultimately, taking responsibility for the charity, managing it well, making difficult decision and leading by example.
- Behave with integrity.
- Act and behave with openness, welcoming accountability, listening and responding with insight.



Photo of some of our bowling team.

OUR CHARITY VALUES:

EXCELLENCE

We are committed to pursuing the highest possible standards at every level of the charity. We have the expertise, experience and knowledge to offer a professional yet personal and caring approach.

COMMUNITY

We are committed to an inclusive, positive environment in which clients, volunteers, employees and Trustees may experience a sense of belonging, respect and worth.

EMPOWERMENT

We are committed to encouraging, motivating and inspiring everyone to enable them to reach their full potential and demonstrate that sight loss need not signify the end of or be a barrier to independence, capacity and worth.

SUPPORT

We aim to make a difference in the lives of those we support by putting their needs at the heart of everything we do. We support, trust and empower our clients, volunteers, employees and Trustees to further the shared mission of Southend in Sight.

INTEGRITY

We are honest, reliable, loyal and transparent in the way we deliver our services.

Southend in Sight

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