

SINGAPORE ASSOCIATION FOR COUNSELLING
35th ANNUAL GENERAL MEETING 2017

24 March 2017

HOTEL FURAMA CITY CENTRE

ANNUAL REPORT

March 2015 to June 2016



Singapore Association for Counselling

Registered Address:
c/o Singapore Professional Centre
93 Toa Payoh Central
#05-01 Toa Payoh Community
Building

SAC Secretariat
Please email admin@sac-counsel.org.sg or
contact our Secretariat
@ Tel: 6251-7040 or Fax : 6252-4533

1 March 2017

TO ALL SAC MEMBERS

35th ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the 35th Annual General Meeting of the Singapore Association for Counselling will be held on **24 March 2017, Friday** at **Hotel Furama City Centre, 60 Eu Tong Sen Street, Singapore 059804** at **7:00pm**.

Agenda

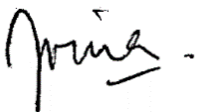
1. To confirm the minutes of the 34th Annual General Meeting held on 17 June 2016.
2. President's Report.
3. To receive the Report of the Executive Committee
4. To receive and adopt the Audited Financial Statements for the financial year ended 31 December 2016.
5. Appointment of members for the various SAC Boards.
6. To pass the resolution on new standards for Clinical Supervisors
7. To transact any other business provided prior notice has been given to the Honorary Secretary not less than **one week** before the date of the Annual General Meeting (by 17 March 2017, Friday) (ref: Article 8.4 of the Constitution).

*Please let us know if you are attending the event by replying via the whoozin link by **14 March 2017**.*

We look forward to your participation at the AGM.

**BY ORDER OF THE EXECUTIVE COMMITTEE
SINGAPORE ASSOCIATION FOR COUNSELLING**

Yours Sincerely



Trina Tan
Honorary Secretary
Singapore Association of Counselling
Executive Committee 2016-2018



Dan Ng
Assistant Honorary Secretary
Singapore Association of Counselling
Executive Committee 2016-2018

Singapore Association for Counselling
c/o Singapore Professional Centre
93 Toa Payoh Central
#05-01 Toa Payoh Community Building
Singapore 319194
Tel: 62517040
Fax: 62526791

Minutes of 34th Annual General Meeting of
Singapore Association for Counselling (SAC) held on 17 June 2016 at Furama Hotel City Centre, Singapore.

Annual General Meeting (AGM) commenced at 7:15 pm with the opening welcome by Sam Kuna (SK), Honorary Secretary.

SK presented the agenda for AGM.

- Consent for rectification of the AGM date from March to June 17, 2016
- Minutes of the 33rd AGM 2015
- Report on SAC Symposium 2015 and feedback from delegates.
- President's Report
- Financial Report
- Elections of Officers to the Executive Committee 2016-2018
- Any Other Business

Preamble

President asked the members to give consent for the rectification of the date of the Annual General Meeting from March 2016 to 17 June 2016.

Proposed by Mr Edwin Quek. Joachim Lee seconded. All were in agreement, with no objections or abstentions.

Matters Arising

There were no matters arising and members approved the minutes of the 33rd Annual General Meeting 2015.

President's Report

President presented an audio version of the President's Report and then highlighted the following pointers as a possible blueprint for the new EXCO to move SAC forward:

- Strengthen the administration of SAC: e.g. a new premise for SAC's operations
- Course Recognition: Realignment of Course Recognition Program
- NCSS: Seeking IPC status for the raising of funds to enhance the image of profession
- In-house programs: e.g. Training on Professional Ethics and issues of Law in counselling
- Additional training for SAC members: To further enhance levels of knowledge and expertise of counsellors

- Advocating counselling in a broader talks, e.g. seminars in a “Counselling Week”
- Direct Counseling Services: As a full member of NCSS SAC will seek to develop a form of direct service to members and to the community.
- Indirect Counselling Services: Connection with other organizations to support their outreach to the community, like HRM, HCA, CGA
- Counseling Profession or Career Counseling at the workplace – is something that is viable; SAC members can venture into this field to support employers/employees in Singapore.
- Developing agency competency certification: Especially with for practitioners going into private practice; e.g
- Developing SAC benchmarking framework
- To provide support and assistance for the welfare of our members
- Maintaining high standard practices and competency of SAC

President thanked the members for the confidence, patience and support given to the 22nd and 23rd EXCO during the past four years.

Presentation of survey findings from SAC Symposium 15-16 Oct 2015

Presented by Mr Joel Chua on behalf of Dr Jessica Leong

Members interested in the survey findings may request the information directly from Dr Jessica Leong.

A brief Q & A session followed after the presentation. President highlighted that such survey findings show the work done in the past by SAC was bearing fruit. He encouraged members to continue to give feedback to improve SAC.

Having further discussions, the President’s Report was presented for acceptance.

Proposed by Ram Dubey

Seconded by Preeti Pandit

The President’s Report was approved unanimously.

Financial Report (presented by Evelyn Koh)

A Member highlighted typo error for the year 2015 instead of 2016. With no further discussion, the financial report was presented for approval.

Proposer Ram Dubey

Secunder Reena Goenka

The Financial Report was approved unanimously.

Election of Office Bearers for SAC EXCO 2016-2018

Mr Joel Chua briefed and facilitated the election by introducing the names of members who were nominated by members by mail and in person by 6.45pm on the date of the AGM.

The Election then proceeded. Successfully elected members were -

- President: Sam Kuna
- 2 Nominees Jim Bek / Sam Kuna
- Jim Bek: Number of votes - 18
- Sam Kuna: Number of votes - 53

Sam Kuna was declared elected as President of SAC.

Vice-President: Frederick Low Poi Kee

1 Nominee only;

Frederick Low was declared elected to the office of Vice-President

Honorary Secretary: Trina Tan Lee Lian

1 Nominee only;

Trina Tan was declared elected to the office of Honorary Secretary

Assistant Honorary Secretary: Dan Ng Chong Chee

1 Nominee only;

Dan Ng was declared elected to the office of Assistant Honorary Secretary

Honorary Treasurer: Hema Gurnani

1 Nominee only;

Hema Gurnani was declared elected to the office of Honorary Treasurer

2 Committee Members:

3 Nominees Chan Pei See Joyce/Goenka Reena/Andy Lam Kee Soon

Chan Pei See Joyce – Percentage of votes: 39.3%

Goenka Reena – Percentage of votes: 31.5%

Lam Kee Soon, Andy – Percentage of votes: 29.2%

Chan Pei See Joyce and Goenka Reena were declared elected to the office of Committee Members

Auditor: Ram Dubey

Resolutions

The following resolutions were presented by Frederick Low as Resolution Chairman.

Resolution 1

Article 9.1

To promote better leadership renewal and better governance

The office bearers of the Association shall be:

- (a) The President
- (b) The 1st Vice-President
- (c) The 2nd Vice-President
- (d) The Honorary Secretary
- (e) The Assistant Honorary Secretary
- (f) The Treasurer
- (g) The Assistant Honorary Treasurer
- (h) Two to Four Committee Members
- (i) Representative from professional organisations related to counselling may be invited to sit in the Executive Committee.

Article 9.2

All office bearers shall hold office for a term of not more than two years and shall be eligible for re-election except for the post of Honorary Treasurer. The Honorary Treasurer shall be eligible for re-election only after a lapse of at least one term of office.

The President shall be eligible for re-election upon the completion of the initial term in office. After which he/she shall be eligible for re-election only after a lapse of at least one term of office.

Article 9.8

ASSISTANT HONORARY TREASURER:

Shall be elected at the Annual General Meeting and shall assist the Honorary Treasurer.

Article 9.9 (Renumbering of the present Article 9.7)

ELIGIBILITY FOR NOMINATION

All those who have been members of the Association for at least one year shall be eligible to stand for office.

Article 9.10

The Executive Committee shall have powers to co-opt additional members for the proper administration of the Association ("Co-opted Committee Members"), subject to the limit of three (3) Co-opted Committee Members, but such Co-opted Committee Members shall have no voting rights within the Executive Committee.

Article 9.11

Any office-bearer resigning from office shall tender his/her resignation in writing to the Executive Committee and shall not be deemed to have resigned until his/her resignation is accepted by the rest of the Executive Committee.

Any Executive Committee Member absenting himself/herself from three (3) meetings consecutively without satisfactory explanations given no later than one (1) week after the third absence to the Executive Committee shall be deemed to have withdrawn from the Executive Committee.

Article 9.12

Subject to Clause 9.11, if an elected seat is vacated during the Term of Office, the Executive Committee shall, within two (2) months of that seat's vacation, fill it by co-opting a Member ("Co-opted Elected Member") on a unanimous vote of the Executive Committee.

Unlike Co-Opted Committee Members as described in Clause 9.10, a Co-opted Elected Member will have voting rights within the Executive Committee.

If a non-elected seat is vacated during the Term of Office, the Executive Committee shall, within two (2) months of that seat's vacation, decides whether to fill the seat.

Executive Committee should fill the seat by co-opting a Member on a unanimous vote of the Executive Committee. Such Co-opted Committee Members shall have no voting rights within the Executive Committee.

After a brief clarification by President on the motivation for Resolution 1, a vote was taken on Resolution 1.

Proposed by Tan Boon Huat

Seconded by Alan Yeo

Voters who approved 71

Against 0

Abstain 0

Resolution 1 was carried unanimously.

Resolution 2

Article 5.2.3 was proposed to be deleted and Article 5.2.4 to be renumbered as the new Article 5.2.3

Discussion:

SK explained the rationale for admission of practitioners as a registered counselor in the past and it had become redundant. Today, all training institutions recognize a postgraduate Master degree in counseling and minimum of 600 practicum hours plus clinical supervision.

After some clarification, a vote was taken on Resolution 2.

Proposed by Edwin Quek

Seconded by Chia Kwok Ying

For: 69

Against: 0

Abstain: 0

Resolution 2 was carried unanimously

Resolution 3

NOTED that there is a need to establish benchmarks and reinforcement of high standards in clinical supervision,

NOTED FURTHER that there is a need to ensure that clinical supervisors are properly recruited and appointed and who will adhere to a proper guidelines and standards of practice.

BE IT RESOLVED that the Clinical Supervision Procedures attached hereto as Exhibit "A", and the Clinical Supervision Guidelines submitted to this meeting, be and are hereby approved and adopted as the SAC Clinical Supervision Procedures and the SAC Clinical Supervision Guidelines, with immediate effect.

President addressed questions as the Chairperson of the Clinical Supervision Sub-Committee.

After some discussion, the members asked for a vote if the resolution should continue to be discussed as it is worded or if the resolution should be postponed to another date.

A proposal to discuss and vote on this resolution tonight or be postponed to another date was presented to the members.

Proposed by Chia Kwok Ying

Seconded by Angeline Teoh

For: 16

Against: 34

Abstain: 19

Resolution 3 is dropped and carried forward to be discussed on another date to be arranged by the EXCO.

Resolution 4

NOTED that the number of members in SAC has increased significantly over the past 5 years;

NOTED that the Membership Fee for all categories of membership has remained unchanged for the past more than 10 years;

NOTED that there are increased administrative processes involved for the various levels of applications;

NOTED that there is a new category of Registered Clinical Supervisor established;

Be it RESOLVED that the following changes in Membership Fee structure proposed below and submitted to this meeting, be and hereby approved and adopted effective from January 2017.

S/No	Payment for	Previous Amount	New	Remarks
1	One-time Application	-	\$50.00	
2	Membership Fee(All Categories)	\$40.00	\$80.00	
3	Registered Counselor	S100.00	S100.00	
4	Registered Clinical	-	\$50.00	
5	Professional Indemnity	\$176.55	\$176.55	subject to insurer's quote

There were no discussion and a vote was taken on Resolution 4

Proposed by Celine Edmund

Seconded by Rose Faquir

For: Unanimous

Against: 0

Abstain: 0

Resolution 4 was carried unanimously

Tokens of Appreciation

Hwee Boon, representing the Membership Sub-Committee made presentation of tokens of appreciation to the outgoing EXCO members.

Results of Voting for the positions of President and 2 Committee Members were officially announced by Mr Joel Chua:

President – Sam Kuna

2 Committee Members

Joyce Chan and Goenka Reena

Nomination of 1 Auditor

Ram Dubey volunteered to stand for the nomination.

Proposed by Reena Goenka

Seconded by Arthi Mundir

Unanimously accepted

Against: 0

Abstain: 0

Ram Dubey was officially nominated to the office of Auditor for 2016-2018.

Any Other Business

1. Question was asked from a provisional clinical member about the need for professional indemnity. She was encouraged to ensure that she was sufficiently covered for any client exposure. SK advised her to write to the Secretariat.
2. Arthi Mundir proposed to adjourn the AGM and it was unanimously agreed.

AGM ended at 10.30pm.

Minutes were prepared by: Mr Leonard Kwek

Vetted by Sam Kuna

Singapore Association for Counselling (SAC)

35th Annual General Meeting 2017

President's Report

Introduction

I am delighted to see many of our SAC members at our 35th Annual General Meeting (AGM). There were many strategic developments that took place over the past nine months. It is with great honour that as President of SAC, I am pleased to highlight some of these key strategic developments and plans for 2017-2018.

As you may recall, many members attended our first SAC Symposium in 2015 and it was a success with more than 500 participants who attended the event. The current Executive Committee (EXCO) thank members who gave their valuable feedback and SAC strives to remain focus and maintain our high standards of counselling training and practices for the counselling profession.

Establishing of the Various Standing Boards

The following committee members were formally appointed as co-opted members to the EXCO, various Standing Boards and Sub-Committees:

1. Co-opted Members of the EXCO:

- a. Mr Andy Lam
- b. Ms Celine Edmund
- c. Mr Mohd Zulkarnain b Abdul Aziz

2. Ethics Board: ethicsboard@sac-counsel.org.sg

- a. Chairperson: Dr Jessica Leong (Psychotherapist)
- b. Dr Tan Chue Tin (Psychiatrist)
- c. Mr Benny Bong (Psychotherapist)
- d. Mr Patrick Stephen (Former Superintendent of the Singapore Police Force)
- e. Ms Rita Niranjana (Lawyer)
- f. Ms Tan Mok Sang (Psychotherapist; Former School Principal)

3. Course Recognition Board: courserecognition@sac-counsel.org.sg

- a. Co-Chairperson: Mr Alan Yeo
- b. Co-Chairperson: Ms Joyce Chan
- c. Mr Frederick Low - Representative from SAC
- d. Ms Hema Gurnani (WINGS Counselling Centre)
- e. Ms Joanna Koh (Ministry of Education)
- f. Ms Bavani Pillai (Singapore Association for Social Workers)
- g. 1 Representative (Social Service Institute, NCSS)
- h. 1 Representative (Ministry of Social and Family Development)

4. Register Board: registerboard@sac-counsel.org.sg

- a. Interim Adviser: Mr Frederick Low
- b. Mr Dan Ng (Representative from EXCO)
- c. Ms Reena Goenka (Observer from EXCO)
- d. Mr Bernard Mackenzie
- e. Ms Denise Yap
- f. Ms Jessica Koh
- g. Ms Jenny Giam
- h. Ms Rose Faquir

New Members recruited into the various Sub-Committees

The Membership Sub-Committee

- a. Chairperson: Ms Celine Edmund
- b. Ms Silvia Wetherell
- c. Mr C. Joshi
- d. Ms Carolyn Lim
- e. Ms Au Hoi Ting
- f. Mr Leonard Moong
- g. Ms Lily Chee
- h. Ms Miranda Ledesma
- i. Mr Sam Roberts
- j. Ms Toh Hwee Boon

The Academic Counsellors Sub-Committee

- a. Chairperson: Mr Mohd Zulkarnain b Abdul Aziz
- b. Ms Ada Chung
- c. Mr Bernard MacKenzie
- d. Mr C. Joshi
- e. Mr Jeffrey Lee Chung Yean
- f. Ms Ong Siew Hong
- g. Mr Steven Wu

The Community Counsellors Sub-Committee

- a. Chairperson: Mr Andy Lam
- b. Ms Dawn Tan
- c. Ms Hema Gurnani
- d. Mr Joachim Lee
- e. Ms Michele Gan
- f. Ms Sukumaran Nair Indu

The Clinical Supervision Standing Committee

- a. Chairperson: Mr Sam Kuna
- b. Dr Cecilia Soong
- c. Dr Elizabeth Nair
- d. Mr Joachim Lee
- e. Mr Tan Boon Huat

Improving our Communication with EXCO and Boards

SAC members can now email directly to the various EXCO members and also to the Chairpersons of the various Standing Boards listed above.

President	Sam Kuna – president@sac-counsel.org.sg
Vice President	Frederick Low – vice-president@sac-counsel.org.sg
Honourary Secretary	Trina Tan – secretary@sac-counsel.org.sg
Assistant Honourary Secretary	Dan Ng – application@sac-counsel.org.sg
SAC Secretariat	Eileen Lee – admin@sac-counsel.org.sg
SAC Finance	Anthony Ow – finance@sac-counsel.org.sg

Strengthening Our Administrative/Secretariat Processes

With effect from 1 March 2017, SAC has now 1 dedicated full time staff to handle administrative matters as well as provide secretariat support to the various boards/committees. It has been our continuous effort to strengthen our administrative processes due to the increased number of SAC members and new applications over the period. Apart from this, we are now working on implementing an online SAC membership platform together with a revamped SAC website. We target to launch it by 1Q2018.

In a near future, SAC also plan to setup our own office premises to better handle the daily operations as well as a place where members can make use of the facilities.

Please continue to give us your valuable feedback or any queries via the SAC general email at admin@sac-counsel.org.sg and our main line office at 6251-7040.

SAC Constitution, Code of Ethics and Handbook of Professional Counseling in Singapore

Realizing that the counseling landscape is dynamic and keeps changing locally and internationally, the EXCO has commissioned a progressive review of our SAC Constitution, the SAC Code of Ethics and the SAC Handbook of Professional Counseling in Singapore.

These are very important documents that form the foundation and ethos of SAC and it is identified in our constitution Article 3.2

3.2 The specific professional aims of the Association shall be:

- (a) To promote the professional practice of counselling.
- (b) To encourage the development and advancement of professional counselling as a mental health discipline in Singapore.
- (c) To promote and assist in the research on counselling theories and practice.
- (d) To promote and reinforce high standards in education and training, professional ethics, competency and growth.
- (e) To promote and enhance public awareness of the profession of counselling.
- (f) To foster co-operation and sharing of information and experience among professionals of different counselling approaches and specialities.

The EXCO invites members to seriously consider volunteering to assist in the research, review and the final presentation of these documents by the next AGM in 2018. If this review is terminated sooner, then the EXCO will consider calling for an Extra-ordinary General Meeting to table for approval from members.

Course Recognition Review and Revision of Standards

In view of the shifting academic changes going on within the different institutions, the EXCO has approved for all existing recognized courses to have their SAC Recognition extended without a review until October 2018. Please see the brief report by the Course Recognition Board below. The EXCO expresses its deep and sincere appreciation for the diligence and hard work put in by the Course Recognition Board through this review process.

Feedback on Professional Indemnity – Exemption Letter from Article 5.5.1

Once again, responding to feedback from members, the EXCO reviewed the process of applying for exclusion from Professional Indemnity (PI) and having to show proof that the RC member is covered with a PI within the agency or in private practice. It was decided that we design an exemption letter for members who are Registered Counsellors or who wish to apply to be on the Register, who already have Professional Indemnity to be exempted from Article 5.5.1 which says, *“All registrants must show evidence of professional indemnity coverage when they apply for new registration or renew their registration with the SAC Register of Counsellors.”* RC members who are sufficiently covered with Professional Indemnity only need to download the Exemption Form from the SAC website and sign and submit together with the RC Renewal Form.

Inclusive Posture of SAC – conversations with Ministry of Education, National Council of Social Service, Singapore Prison Service and SAF Counseling Centre

In a move that is in keeping with the goal and dream of the founding father of SAC, Mr Anthony Yeo, Mr Sam Kuna made visits with various representatives from Ministry Of Education (MOE), National Council of Social Service (NCSS), the Singapore Armed Forces Counselling Center (SAFCC) and the Prison Service to discuss the possible ways that SAC could support counsellors within these sectors and enable them to become members of SAC and benefit from the camaraderie and identification with SAC. We are seeing some movement within these sectors towards seeking membership with SAC and the EXCO will keep members updated of future developments.

Invitation to Veteran Counsellors as Clinical Members from January – December 2017

One major move that the EXCO has initiated is to re-open the Exemption Clause for the entire year of 2017. This Exemption Clause which was used in 2003 to bring all current veteran practitioners on board as Clinical Members. Thus, if veteran counselors who have been practicing for at least 5 years before 2003, i.e. from 1998, may apply through this Exemption Clause to become Clinical Members with SAC. They can begin to clock their hours towards becoming a Registered Counselor. We continue to invite veteran counselors to consider taking advantage of this invitation through 2017.

SAC's Crisis Response Team in Partnership with SGSecure

After a meeting with a representative from the Ministry of Manpower, the SAC EXCO issued a recruitment drive among members to establish SAC's Crisis Response Team in partnership with SCSecure. Thank you to many of our members who have signed up thus far. We are still listing members who are interested to be on-call for any emergencies within the corporate and business sector. Members are encouraged to download the SGSecure Applications at <https://www.sgsecure.sg/Pages/default.aspx> and we will keep you updated.

SAC Upcoming Initiatives

The following are some upcoming initiatives that SAC plan to organise for the period 2017 to 2018 :-

1. To organise a 1-Day Conference to commemorate SAC's 35th Anniversary in 2017.
Tentative date: 3 November 2017
2. To review the Course Recognition Program by October 2018
3. To establish a virtual or web-based online office for better handling of the application processes for all levels of memberships, including the payments of fees and professional indemnity, and submission of all forms and update member's personal information.
4. To organize various training workshops each quarter in a calendar year to be led by the 3 Sub-committees.

UPDATES FROM BOARD AND SUB-COMMITTEES

Clinical Supervision Standing Committee – Report by Sam Kuna, Chairperson

At the 34th AGM, it was announced that SAC will maintain a Register of Clinical Supervisors and require a 2-year renewal process that will coincide with the renewal of their Registered Counsellor status. This was implemented in January 2017 with Clinical Supervisors being required to pay an annual fee of \$50.00. However, we will continue to fine-tune the renewal process to coincide with the renewal of the Registered Counsellor status which is usually renewed in June every 2 years. The EXCO will study the process and adjust the administrative issues as necessary. The new SAC Clinical Supervision Standards and Procedures have been uploaded to the SAC website.

The postponed discussion on Resolution 3 at the 34th AGM was tabled on January 20, 2017 at a Dialogue with the EXCO. The outcome of the Dialogue produced changes in the proposed requirements for Clinical Supervisors to be recognized as Registered Clinical Supervisors. The Resolution for Clinical Supervisors will be presented again at this AGM. Please see the attached Resolution 1.

Community Counsellors Sub-Committee - Report by Andy Lam, Chairperson Proposed Skill-based Training on Clinical Supervision

In discussing the next line of focus, the Sub-Committee proposed to increase the professional identity and value add to the professional development of community counsellors.

Consequently, a skill-based training process focusing on clinical supervision was proposed.

This training process aims to achieve the following objectives in addition to fulfilling CPE hours:

1. Equipping participants with new knowledge around clinical supervision;
2. Providing the opportunity to acquire some skill-based practice;
3. Encouraging professional feedback; and
4. Engaging participants in professional networking.

The Sub-Committee is speaking to a potential trainer and will be concretising the proposal to SAC EXCO subsequently. The training is projected to take place in 3Q 2017.

Membership Sub-Committee – Report by Celine Edmund, Chairperson

The Membership Subcommittee met three times between July 2016 and February 2017.

During this period of time, the Membership Subcommittee generated one issue of the SAC E-magazine titled “The Savvy Therapist” (Dec 2016), and three SAC News Bulletins (Oct 16, Dec 16 & Feb 17).

At the same time, the committee had successfully completed the ‘Self Care Focus Group’, which was held on 27 October 2017. Since the turnout was reasonably well received, the committee will be looking at running another similar event somewhere in 1st week of October 2017 (date to be advised).

The Membership Sub-Committee actively pursued to create a list of Frequently Asked Questions (FAQ) about SAC and also to help new members and current members seeking to understand some of the processes in SAC. The new FAQ was uploaded to the SAC website in January 2017. Do check it out at www.sac-counsel.org.sg

Academic Counsellor's Sub-Committee - Report by Zulkarnain, Chairperson

The Academic Counsellors Subcommittee has seen many changes with the appointment of a new chairperson and new members recruited. We take this opportunity to give thanks to Mr Frederick Low, Ms Michelle Lee and Mr Saravanakannan who had served in the subcommittee for their valuable contributions. We also welcome Mr Jeffrey Lee who will be joining us.

The subcommittee has recently supported the SAC Dialogue on Clinical Supervision which was hosted at Raffles Institution on 20 January 2016. We are also currently planning to collaborate with the Ministry of Education's Guidance Branch to better support SAC members, particularly those working in academic institutions. We also hope to get more MOE counsellors on board as SAC members through the collaboration.

Ethics Board – Report by Dr Jessica Leong

The SAC Ethics Board was appointed by the President of SAC and the SAC EXCO members for the period from 17 June 2016 to 16 June 2018.

The Ethics Board had one meeting together with the President, Mr Sam Kuna to welcome members of the Board and also to clarify the roles and responsibilities as well as matters pertaining to the development of the "SAC Ethics Manual of Procedures." There were no ethical complaints.

During this period, the Ethics Board attended to two enquiries. One related to the Press and the other related to informed consent of minors. The Ethics Board will meet only as necessary or whenever there is an official complaint.

SAC Register of Counsellors Board – Report by Frederick Low, Chairperson

In late 2016, the Board commenced work and began reviewing applications for registration as SAC Registered Counsellors. During this transition period, the Board met and reviewed applications which were not reviewed by the Executive Committee. The Board will take over the review process from the Executive Committee for all new registration applications as well as Registered Counsellor renewals in the later part of 2017.

SAC Course Recognition Board – Report by Frederick Low, Adviser

In 2016, the Board in consultation with the Executive Committee began the process to conduct a review for the Course Recognition regime. The current Course Recognition Program has been in operations for more than a decade. All current recognized courses had their recognition period extended to October 2018 unconditionally so that both SAC and the institutions involved can engage in open discussions with the aim of improving the current system.

Conclusion

All these would not be materialised without the dedication and hard work of our EXCO and committees and I hope you can see we have made significant progress in the past nine months since their election and appointments to their various portfolios.

Once again, we thank SAC members for their valuable feedbacks. The leadership of SAC remain focus to strengthen the administration processes, to support the professional development of members through CPE training seminars and workshops, to ensure that professional benchmarks in counselor training programs are kept current to international standards and to raise the competency, transparency and accountability for clinical supervision!

We look forward to an exciting second year to serve you, the counsellor and the community!

Thank you.

Yours sincerely,

A handwritten signature in blue ink that reads "Sam Kuna". The signature is written in a cursive, flowing style.

Sam Kuna

SAC President (2016-2018)

FINANCIAL STATEMENTS

UEN: S83SS0024D

for the year ended 31 December 2016

C O N T E N T S

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- 2 Statement of Income and Expenditure
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- 4 Notes to the financial statements
- 5 Statement by the Executive Committee
- 6 Report of the Auditor

Registered office:
93 Toa Payoh Central #05-01
Toa Payoh Central Community Building
Singapore 319194

Balance Sheet

as at 31 December 2016

UEN: S83SS0024D

	2016 \$	2015 \$
FUNDS		
ACCUMULATED FUND	204,015.75	182,938.20
CURRENT ASSETS		
Cash and bank balance	161,515.00	95,910.45
Fixed deposits	49,397.74	49,289.47
Trade debtors	16,270.33	5,276.73
Deposits	-	-
Prepayments	1,648.51	605.60
NCSS - VCF Grant	-	57,982.80
	228,831.58	209,065.05
CURRENT LIABILITIES		
Accrued expenses	-	21,360.00
Sundry creditors	326.55	-
Course recognition fee received in advance	9,458.35	-
AIG - professional indemnity insurance	15,030.93	4,766.85
	24,815.83	26,126.85
NET CURRENT ASSETS	204,015.75	182,938.20

Statement of changes in Accumulated Funds

for the financial year ended 31 December 2016

	2016 \$	2015 \$
Balance as at 31 December 2015	182,938.20	113,073.86
Surplus/(Deficit) for the year after taxation	21,077.55	69,864.34
Balance as at 31 December 2016	204,015.75	182,938.20

Income and expenditure statement for the financial year ended 31 December 2016

UEN: S83SS0024D

	2016	2015
	\$	\$
INCOME		
Membership subscription	56,593.18	49,653.50
Course recognition fee	3,374.99	3,291.86
Bank interest (Autosave)	47.08	37.09
Bank interest (Fixed Deposits)	108.27	102.74
Donation	-	-
Members activities/projects		
Income from activities/projects	1,000.00	208,846.00
Less: Expenses re: activities/projects	1,281.60	157,581.08
	(281.60)	51,264.92
	59,841.92	104,349.91
Less:		
EXPENDITURE		
Secretariat service fee	20,400.00	20,400.00
Bank charges	130.00	77.00
Filing fees	-	130.00
General expenses	205.95	644.97
Internet/website	1,253.31	997.10
Legal fees	-	-
Meeting expenses - Exco	239.80	706.10
Meeting expenses - AGM	8,457.14	5,755.53
Postage and courier	156.00	300.80
Printing and stationery	1,290.32	3,033.17
Subscription	279.27	144.45
Telephone	225.17	229.43
Transport and taxi fares	582.18	1,312.17
Workshop/seminar expenses	-	380.00
	33,219.14	34,110.72
Surplus/(Deficit) for the year before Taxation	26,622.78	70,239.19
Taxation	5,545.23	374.85
Surplus/(Deficit) for the year after taxation transferred to Accumulated Fund	21,077.55	69,864.34



Singapore Association for Counselling

Activities/projects

UEN: S83SS0024D

for the financial year ended 31 December 2016

Activity/project title	Date	Income	Expenses	Excess/(Deficit)
Email blast fee		1,000.00	-	1,000.00
SAC Self Care Focus Gr meeting	27.10.16	-	1,155.00 -	1,155.00
Ethics Community Meeting	13.12.16	-	126.60 -	126.60
		1,000.00	1,281.60 -	281.60

Notes to the Financial Statements

for the financial year ended 31 December 2016

UEN: S83SS0024D

These notes form an integral part of, and should be read in conjunction with the accompanying accounts.

1 Significant accounting policy

1.1 Basis of accounting

The accounts are expressed in Singapore dollars, and have been prepared in accordance with the historical cost convention.

1.2 Revenue recognition

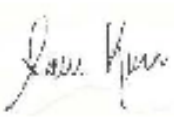
Subscription from members are on cash basis. All other are on accrual basis.

Statement by the Executive Committee for the financial year ended 31 December 2016

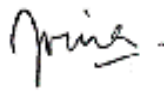
UEN: S83SS0024D

In the opinion of the Executive Committee, the accompanying Balance Sheet and Statement of Income and Expenditure together with the Notes to the Financial Statements attached thereon are properly drawn up so as to give a true and fair view of the state of affairs of the Association as at 31 December 2016 and the results for the financial year ended on that date.

On behalf of the Executive Committee



Sam Kuna
President



Tan Li Lian Trina
Honorary Secretary



Hema Gumani
Honorary Treasurer

Singapore, 7 March 2017

Report of the Auditor

for the financial year ended 31 December 2016

I have audited the accompanying financial statements of the Singapore Association for Counselling ("Association") comprising the Balance Sheet as at 31 December 2016 and Statement of Income and Expenditure for the year then ended.

In my opinion the financial statements are properly drawn up so as to give a true and fair view of the state of affairs of the Association as at 31 December 2016 and the results of the Association ended on that date; and

The accounting and other records required by the regulations enacted under the Societies Act to be kept by the Association have been properly kept in accordance with those regulations.



Dubey Ram Narain
Auditor

Singapore, 7 March 2017

SAC CLINICAL SUPERVISION STANDARDS AND PROCEDURES JUNE 2018

SAC CLINICAL SUPERVISION STANDARDS AND PROCEDURES

WITH EFFECT FROM JUNE 1 2018

A. Introduction

The following are some of the changes and new procedures that were discussed over the past 3 years between the Clinical Supervision Sub-Committee and the SAC EXCO. In addition, a consultation session was held with the general membership present on 20 January 2017. After a period of “pause” on all new applicants in 2013 to early 2014, we finally reviewed and decided on the following changes and expectations on the following:

1. New Clinical Supervision Components for all SAC Members
2. New Benchmarks for New Application and the Application Process,
3. Renewal Expectations for Registered Clinical Supervisors, and
4. Clinical Supervision Procedures.

Members are advised to take note of these new expectations which will come into effect from June 1 2018.

All new Applications received from then on will be expected to meet the current requirements. Exceptions will only be made on the basis of an official appeal to the EXCO as proposed within the document.

NOTE: All New Applications currently in process and those received up till May 31, 2018 will be assessed based on the previous expectations.

B. Clinical Supervision Sub-Committee Members (2013-2016)

Jim Bek, Sam Kuna, Tan Boon Huat, Joachim Lee, Dr Cecilia Soong, Dr Elizabeth Nair, Dr Margaret Carter (2013-2014)

(2016-2018)

Sam Kuna, Tan Boon Huat, Joachim Lee, Dr Cecilia Soong, Dr Elizabeth Nair

C. New Clinical Supervision Components for all levels of Membership (w.e.f. June 2018)

1. From June 2018, all new applications for membership categories that have a clinical supervision component will be required to use the services of **Registered Clinical Supervisors** or **SAC Pre-Registered Clinical Supervisors** of SAC to clock their supervision hours.
2. All Clinical Supervision Log Sheets must be endorsed by an **SAC Recognised Clinical Supervisor** or **SAC Pre-Registered Clinical Supervisor**.

3. Clinical Supervision is to be clocked on a ratio of 1:10 i.e. 1 hour of clinical supervision for every 10 hours of practice.
4. The Membership categories affected are:
 - a. **Student Members** - Postgraduate and Master- level Students who are studying in any of the institutions offering our SAC recognised programmes and clocking their 100 hours of Practicum on a ratio of 1:10.
 - i. **IMPORTANT UPDATE:** Clinical Supervision for Students should be 100% of individual supervision.
 - b. **Provisional Clinical Members** – Graduates of our recognized programs who are clocking the first 600 hours of their supervised practice over 3 years (36 consecutive months) on a ratio of 1:10 in order to upgrade to a Clinical Member status.
 - i. **IMPORTANT UPDATE:** Clinical Supervision of Provisional Clinical Members should comprise of a minimum of 30% of Individual Supervision and 70% of Group Supervision endorsed by a **Registered Clinical Supervisor** or **SAC Pre-Registered Clinical Supervisors**;
 - ii. Out of 10 hours of clinical supervision at least three (3) hours is to be individual supervision and seven(7) hours can be group supervision. Members may choose to have all sessions as individual sessions, if they so desire.
 - c. **Clinical Members** - Current Clinical Members who wish to apply to be placed on the Register of Counsellors and be a Registered Counsellor need to show proof of the 600 hours of supervised practiced over 3 years (36 consecutive months) endorsed by a **Registered Clinical Supervisor** or **SAC Pre-Registered Clinical Supervisors** on a ratio of 1:10. A minimum of 30% of Individual Supervision and 70% of Group Supervision.
 - i. **IMPORTANT UPDATE:** The recommended hours of Clinical Supervision for Clinical Members in practice is at least **10% of the practice hours** to be Individual Supervision, while the rest may be in the form of Group Supervision, endorsed by a **Registered Clinical Supervisor** or **SAC Pre-Registered Clinical Supervisors**.
 - ii. Members may choose to have all sessions as individual sessions, if they so desire.
 - d. **Registered Counsellors**
 - i. **IMPORTANT UPDATE:** The recommended hours of Clinical Supervision for Registered Counselors should be a minimum of **10 hours** of individual supervision per year.
 - ii. While the rest may be in the form of Group Supervision and Peer Supervision, endorsed by a Registered Clinical Supervisor.
 - iii. Peer Supervision will only be endorsed for Registered Counsellors and **Registered Clinical Supervisors**.

e. **Pre-Registered Clinical Supervisors**

- i. All new applicants will be given the title of **Pre-Registered Clinical Supervisor** for the first 2 years of recognition and be placed on the Register of Clinical Supervisors.
- ii All the expectations of a Registered Clinical Supervisor as mentioned below will apply to **Pre-Registered Clinical Supervisor**.

f. **Registered Clinical Supervisors** - A new renewal procedure will be required every two (2) years for all current **Registered Clinical Supervisors**. You will be duly informed of the renewal process.

- i. **IMPORTANT UPDATE:** Supervision of Registered Clinical Supervisors (who are also expected to be a Registered Counsellor) should be a minimum of **10 hours** of Individual Supervision per year.
- ii The remaining of the Clinical Supervision hours may be in the form of Group Supervision and Peer Supervision.
- iii Peer Supervision will only be endorsed for **Registered Counsellors** and **Registered Clinical Supervisors**.
- iv The endorsing Peer Supervisor must be a **Registered Clinical Supervisor**.
- v The Clinical Practice Hours of **Registered Clinical Supervisors** may be submitted up to the following proportions: 30% supervision hours, 10% direct clients, 10% CPE, 10% CIP such as training others or talks.

- 5. To help members who are currently working to obtain provisional clinical membership or clinical membership, the clinical hours supervised by non-SAC Registered Clinical Supervisor will be accepted up to December 31 2017. This means that any clinical and supervision hours clocked before December 31 2017 may be signed by a supervisor who is not a SAC Registered Clinical Supervisor.
- 6. However, after **1st January 2018**, all clinical and supervision hours must be endorsed and signed by an **SAC Registered Clinical Supervisor** or a **Pre-Registered Clinical Supervisor** in order for the clinical supervision hours to be counted towards having membership credentials with SAC.
- 7. Clinical Supervisors who are currently not members of SAC may apply by submitting a SAC membership application form first. However, applications to be on the Register of Counsellors will be considered on a case-by-case basis only. Applications can be made via the SAC website at www.sac-counsel.org.sg
- 8. This new procedural requirement was first announced in the SAC News Bulletin September 2015 issue but has since been reviewed and the date of implementation brought forward to January 1 2017.

- D. **New Benchmarks for New Applicants and Renewal of Registered Clinical Supervisors w.e.f. June 1 2018**
1. **Professional Indemnity**
- i **All SAC Registered Clinical Supervisors and Pre-Registered Clinical Supervisors** must be covered by the SAC-AIG Professional Indemnity cover or they must show proof of Professional Indemnity cover in the form of a cover letter on the agency's letter-head and signed by the Head of the Agency or HR Department.
 - ii Members are to note that they have to **update** their Professional Indemnity status in any of the following scenarios:
 - a. should they resign from their current employment
 - b. should they change their employment or role
 - c. should they move into private practice
 - d. should they be involved in any therapy or counselling role overseas.
- *NOTE:** This is critical because the Professional Indemnity provided by the agency may not be portable or applicable in external jurisdictions outside of the agency or outside of Singapore
2. **New Standards for Clinical Supervisors**
- i. **5 years** of clinical practice
 - ii Achieved **1000 hours** of cumulative practice of client contact
 - iii Recognized training of at least **150 hours** in clinical supervision
 - iv New applicants will be given a **Pre-Registered Clinical Supervisor** status for the first two years after the approval.
 - a. During which time they will have to clock at least 100 hours of clinical supervision hours.
 - b. A simple form of Meta Supervisor feedback will be devised to assess the competency of the **Pre-Registered Clinical Supervisor** 3 months before the renewal process.
 - c. Applicants who are long-serving practitioners who have been doing clinical supervision but do not have the required training will likewise be processed and accepted as **Pre-Registered Clinical Supervisor** until they are confirmed at the two-yearly renewal with the supervisee feedback.
3. **Pre-Registered Clinical Supervisors and Registered Clinical Supervisors** who for some reason or another may not fulfill the required number of hours within the 2-year eligibility may apply to the EXCO for leave-of-absence OR for exception OR extension of the eligibility period. Approval will be given on a case-by-case basis.

4. **RENEWAL PROCESS FOR REGISTERED CLINICAL SUPERVISOR**

A renewal process of **Registered Clinical Supervisors** every **two-year period** will be put into place. The cycle will be the same as that of the Registered Counselor. The following requirements must be met:

- a. 300 hours of client contact hours
- b. 100 hours of clinical supervision hours**
- c. 50 CPE hours, 10% of which has to be related to Clinical Supervision
- d. 10% of personal supervision must be Individual Supervision

- 5. The Clinical Supervision Guidelines and new Standards for Clinical Supervision will be uploaded to the SAC website after the 35th AGM in March 2017.

**PROPOSED RESOLUTIONS PRESENTED AT THE 35TH ANNUAL GENERAL MEETING ON
MARCH 24 2016 SINGAPORE ASSOCIATION FOR COUNSELLING**

The following are 2 resolutions presented to members at the 35th AGM of SAC:-

RESOLUTION No. 1

NOTED that there is a need to establish benchmarks and reinforcement of high standards in clinical supervision,

NOTED FURTHER that there is a need to ensure that clinical supervisors are properly recruited and appointed and who will adhere to a proper guidelines and standards of practice.

BE IT RESOLVED that the Clinical Supervision Procedures attached hereto as Exhibit "A", and the Clinical Supervision Guidelines submitted to this meeting, be and are hereby approved and adopted as the SAC Clinical Supervision Procedures and the SAC Clinical Supervision Guidelines, with immediate effect or otherwise specified in the documents.

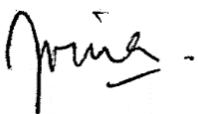
RESOLUTION No. 2

NOTED that there is a need to appoint members of the Register of Counsellors Board.

BE IT RESOLVED that the current members of the Interim Board be appointed for a full 2-year term from March 2017 – March 2019.

**BY ORDER OF THE EXECUTIVE COMMITTEE
SINGAPORE ASSOCIATION FOR COUNSELLING**

Yours Sincerely



Trina Tan
Honorary Secretary
Singapore Association of Counselling
Executive Committee 2016-2018



Dan Ng
Assistant Honorary Secretary
Singapore Association of Counselling
Executive Committee 2016-2018