

SINGAPORE ASSOCIATION FOR COUNSELLING
34th ANNUAL GENERAL MEETING 2016

June 17 2016

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
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9 May 2016

TO ALL SAC MEMBERS

34th ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the 34th Annual General Meeting of the Singapore Association for Counselling will be held on **Friday June 17 2016** at **Hotel Furama City Centre 60 Eu Tong Sen Street, 059804** at **7:00pm**. Nearest MRT Station is Chinatown Station.

Agenda

1. To confirm the minutes of the 33rd Annual General Meeting held on 27 March 2015.
2. President's Report
3. To receive the Report of the Executive Committee
4. To receive and adopt the Financial Statements for the financial year ended 31 December 2015.
5. To elect Office Bearers 2016/2017 in accordance with Article 9.1. of the Constitution.
6. To elect one or more Auditors in accordance with Article 12.1. of the Constitution.
7. To pass the Resolutions for several Constitutional changes. Please see the attached document with the proposed Resolutions for your perusal. (ref: Article 15.1 of the Constitution).
8. 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 (i.e. by Friday June 10 2016) (ref: Article 8.4 of the Constitution).

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



Sam Kuna
Honorary Secretary

Singapore Association for Counselling
C/O Singapore Professional Centre
93 Toa Payoh Central
#05-01 Toa Payoh Community Building
Singapore 319194
Tel: 62517040
Fax: 2526791

**Minutes on 27 March 2015 of the Singapore Association for Counselling
33rd Annual General Meeting at YWCA Fort Canning Lodge, Singapore**

Date: Friday, 27 March 2015
Time: 7.00pm Sit-Down Dinner Begins (Halal)
8.00pm AGM Begins
Venue: YWCA Fort Canning Lodge
6 Fort Canning Road
Singapore 179494

Opening Speech By President, Jim Bek

Welcome to all present to the 33rd AGM

Jim Bek mentioned the passing of Singapore's Founding Father Mr Lee Kuan Yew; JB reflected on the state of emotion of Mr Lee KY during his interview when Singapore separated from Malaysia.

A minute of silence was observed.

JB announced that all amendments of the Constitution proposed at 32nd AGM were approved by ROS.

New categories of membership and PI will be implemented on a date to be specified.

SAC Counseling Symposium 2015 is on track and we have secured Dr Amy Khor as GOH. The symposium will be the first counseling symposium for SAC.

Our counselors will be in the forefront; will our professionals be able to stand to the task to be the best among professionals and for the client? The Register of Counselors is to recognize the practice and the competencies of our Registered Counselors.

As counselors are we ready for the task at hand for a dynamic community in Singapore in the next 10-20 years?

Counselors should shift from problem focus in counseling to helping people to better themselves;

What about employment opportunities for future counselors? Not just at FSCs or Schools? But also in the marketplace and the corporate sector, MNCs. Counselors are to helping the individual rise up well.

However, SAC is also concerned about the level of self-care and supervision among counselors. Counselors need to ask this questions where am I, am I deserving of the positioning that I have?

34th AGM – we will seek nominations for the Election. Those interested to serve are invited to step up and indicate their interest to be nominated.

Dinner began at 7.15pm

8.00pm Start of the AGM

Amendment of the AGM Agenda: Jim Bek proposed that we rectify the AGM Agenda to exclude the Proposal for the Resolution to amend the Constitution. It will be tabled at a later date or at an EOGM together with other proposals.

Proposer: Toh Hwee Boon (Registered Member)

Seconder: Roger Ong (Ordinary Member)

All in Agreement

Confirmation of Minutes of the 32nd Annual General Meeting held on 27 June 2014

Correction to the Minutes:

Name to be included under Absent with Apologies: 1.28 Elizabeth Nair;

Names to be amended under Absent with Apologies: 1.6 Ron-Chandran Dudley

Name to be amended under Registered Counselor: 1.51 Ng Chong Chee, Dan

Name to be moved from Associate Member to Registered Counselor: Mohamed Zulkarnain.

Proposer to accept the minutes with the corrections: Wolffhart Von Auer Herrenkirchen (Registered Member)

Seconder: Dorothy Low Siew Har (Registered Member)

All in agreement

Matters Arising

SK walked through the items of the minutes.

Adoption of Ethics Manual – JL updated that it had been approved by ROS and therefore from now on, there is a formal course of appeal against any ethical or malpractice against any member.

There were no other matters arising.

Auditor's Report and Financial Statement 2014

The Treasurer, Evelyn Koh presented the Audited report

As at 31 December 2014 the accumulated funds stand at \$113,000.00

Income for membership stands at \$40,000.00 which estimates to about 443 paid up members.

There was an increase in Course Recognition Fees compared to 2013 because 2014 is a renewal year for institutions and also there was an increase in the Renewal Fees for Recognised Programs.

Secretariat Fees: There has been a change in the structure:

From January – June 2015 SAC was charged at \$1 per member per month; \$50 per annum per Registered Member.

From July to December it was a fixed amount of \$1700 per month.

At the 32nd AGM the Treasurer proposed to invest our funds into fixed deposits. However it will be KIV'ed because we may need some funds for the Symposium in October. The EXCO will look into investments to build a reserve fund in 2016.

Question:

Are there any plans to look into any other service provider for SAC Secretariat services? – Jim Bek explained that we will keep our secretariat services with SPC for the moment until after the Symposium. There are long term plans to look for alternative services and also to look for our own office.

Toh Hwee Boon – asked if members had any questions on the Secretariat

One member said that she had always received prompt response from the Secretariat.

Esther Dang raised that she submitted her documents 2 weeks ago but no replies. SK assured her that it is receiving attention and the EXCO will get back on her application by the next EXCO.

Preeti Pandit, an Associate Member, asked about membership subscriptions and the lapse of response after documents were submitted. Sam Kuna assured that the EXCO is doing their best to respond in good time.

Aarti – asked if there was consideration for gaps in the collection of clinical hours for Interns who may be on maternity leave. SK answered that the EXCO will consider such situations as valid for extension.

Proposer to accept Auditor's Report and Financial Statement 2014: Wolfgang Von Auer Herrenkirchen
(Registered Member)

Seconded by Debbie Hogan (Registered Member)

All in agreement

President's Report

Elena Lui (Registered Member) corrected the item on pg 13 line 3 to be read as "Career and Education 2015 that was held from 12-14 2015 at SUNTEC Convention and Exhibition Centre.

Proposer to accept the President's Report: Dr Elizabeth Nair (Registered Member)

Seconder Janie Lim (Registered Member)

All in Agreement

Update on the Professional Indemnity

Sam Kuna clarified that with the approval of ROS of the proposed amendments to the Constitution, we have now effectively removed the Register of Counsellors from being tied to membership. All members applying to be on the Register of Counselors from now on must show proof of being covered with Professional Indemnity in order to qualify to be on the Register.

The new date of implementation for the PI is April 15 2015. The EXCO will negotiate with AIG to include other members like Ordinary Members, Life Members and Intern Members into the cover for the group PI.

Members present were encouraged to sign up for the PI if they had yet to "opt-in" to the AIG group package. Otherwise, they must show proof that they are covered for professional liability under their organizational professional indemnity insurance.

Any Other Business

Clinical Supervision 70:30

Sam Kuna announced that w.e.f January 1 2015, the ratio for Group Clinical Supervision versus Individual Clinical Supervision will be 70:30. This only applies for Intern Members who are accumulating their 600 hours to qualify to be on the Register. The SAC website will be updated accordingly.

SAC Counseling Symposium 2015

Sam Kuna also announced that the Online Registration is open and members are encouraged to take advantage of the Early Bird Registration rate of \$428.00 from now to end of May 2015. The web address is www.intellitrain.biz/SAC2015/. Members can also access the Symposium website through the Home page of the SAC website.

Jessica Leong went through the program to encourage members to look forward to the good topics and good caliber Keynote Speakers being offered at the Symposium.

Jim Bek thanked the members for coming to the AGM and for the wonderful atmosphere of camaraderie that was felt, and for their feedback and active participation in the AGM. And he looked forward to see all of them at the SAC Counselling Symposium 2015 from October 15-16, 2015.

AGM was adjourned at 9.15pm

Minutes Recorded by

Sam Kuna (Honorary Secretary)

Vetted by

Jim Bek (President)

Report of the Executive Committee of the Singapore Association for Counseling
to the 34th Annual General Meeting 2015

President:

Mr Jim BEK

Vice President:

Ms Jessie LEONG

Honorary Secretary:

Mr Sam KUNA

Honorary Treasurer:

Ms Evelyn KOH

Assistant Honorary Secretary:

Ms Trina TAN

Committee Members:

Frederick LOW

TOH Hwee Boon

Committee Members (co-opted):

Hema GURNANI

Joyce CHAN

Dan NG

Honorary Auditor:

Ms Dorothy LOW

SAC's objectives include:

- Maintain standards through collaboration with local government bodies, and both local and international associations with mutual interest in counselling
- Develop inclusiveness through active development of subcommittees and/or chapters targeted at identified special interests
- Revise and maintain the counselling register
- Ensure an effective Ethics Committee
- Maintain the Course Recognition Committee
- Develop supervision standards for the effective provision of services to clients

Singapore Association for Counselling

34th Annual General Meeting 2016

President's Report

S.A.C. Our Past, Our Present, Our Future

Client, Counsellors, Country.

Introduction

As the saying goes, "Rome was not built in a day" so it could be said about SAC and the counselling profession in Singapore. As we meet for our 34th Annual General Meeting, we wish to highlight some of the "structural shifts and changes" that took place over the last 4 years that I have been privileged to be the President of SAC.

Growth in Membership

When the current administration took on the leadership of SAC in 2012, we had 380 members. SAC currently has more than 668 members (as of March 2016). As a result of this growth, there is greater visibility of the presence and critical role of counsellors in the helping profession. However, the positive growth has resulted in the administration becoming stretched in meeting up with the varied expectations and processes. We are currently looking at ways of addressing these issues and further enhancing the support for our members.

Introduction of Sub-Committees

In 2012, Sub-Committees were recruited to support critical aspects of the membership and its professional development. The Sub-Committees members were recognised at a special event organised by SAC on 27 November 2012 which was launched by Mdm. Halimah Yacob the current Speaker of Parliament, who at that time was the Minister of State for the Ministry for Social & Family Development. These committees that were formed were:

- The Academic Sub-Committee
- The Community Counsellors Sub-Committee
- The Membership Sub-Committee
- The Ethics and Compliance Sub-Committee
- The Website Sub-Committee
- The Outreach and Events Sub-Committee
- The Clinical Supervision Sub-Committee
- The Course Recognition Sub-Committee

Over the years, several Sub-Committees were either dissolved after accomplishing their tasks or their roles were absorbed into the existing Sub-Committees. At the same time 2 of these Sub-Committees

were transformed into Permanent Boards through the last Constitutional change of the 32nd AGM in 2014.

The present Sub-Committees are:

- The Academic Counsellors Sub-Committee
- The Community Counsellors Sub-Committee
- The Membership Sub-Committee
- The Clinical Supervision Sub-Committee

The present Standing Boards are:

- The Ethics Board
- The Board for Course Recognition
- The Board for the Registry of Counsellors

Launch of P.R.I.D.E. – SAC's Core Values

At the same Event of 27th Nov 2012, SAC's Core Values, P.R.I.D.E were also launched by Mdm. Halimah Yacob, The Speaker of Parliament.

P.R.I.D.E. stands for:

- Professionalism** : We commit to the development of competencies
- Respect** : We believe in human dignity and choice
- Integrity** : We practise honest communication and engagement
- Diversity** : We embrace multiculturalism
- Ethics** : We uphold the standards expressed within our code of ethics

Constitutional Revision

The journey of revising the SAC Constitution was long and arduous. Nevertheless after several months of dialogues, full-day retreats, countless exchanges of emails and consulting the caucuses, the EXCO finally presented the proposed Constitutional changes to the membership at the 32nd AGM on June 27, 2014. The Constitutional changes were well received by the members and given the seal of approval by Registry of Societies on the 18th March 2015. The New Membership Categories were implemented and the Registry of Counsellors was segregated from SAC Membership. Professional Indemnity became a new requirement for all Registered Counsellors who met the minimum validated standard and who wish to be listed on the Registry of Counsellors which was emplaced from 1st June 2015.

These Constitutional changes are imperative for SAC as it faces the dynamic future. At the same time, it reflects SAC's commitment to support a more inclusive policy for counsellors and psychotherapists who serves the varied sectors such as the Education, Law, Defence, Health, Correctional, Family Services, private practice, etc.

Development and Launch of the Code of Ethics and Procedures

Commissioned by the President, Dr Jessica Leong spearheaded the Ethics Board over a period of two years in drafting, refining, developing, proposing and successfully put together a 37-page manual that is now known as the Manual of Ethics and Procedures. The Manual of Ethics and Procedures was officially launched during SAC's inaugural Counselling Symposium on 15th October 2015 by Dr Amy Khor, Senior Minister of State for Health and the Environment and Water Resources, and it is available for download from the SAC website. The document reflects SAC's concerns of the possible changes, evolving ecological environment in which our counsellors and psychotherapists are practising currently and in the years to come.

Mandating of Professional Indemnity for Registered Counsellors

Counselling and psychotherapy professionals provide services to varied client groups within their scope of training and competencies. This is further enhanced with the growing global networking with professional counselling and psychotherapy associations. It has become a necessity for our members to have a Global Professional Indemnity. This enables our members who need to travel, train, consult or provide clinical supervision outside of the local jurisdiction to be adequately covered. Locally, all members with the Professional Indemnity will likewise be covered whether they conduct therapy within or outside of the agency. We had 171 members register for the Professional Indemnity insurance in 2015. We are expecting an increase in the numbers registering this year as SAC's membership grows, more will become eligible for the cover.

New Clinical Supervision Standards and Procedures

At this 34th AGM, the EXCO recommends and proposes the formation of the Clinical Supervision Sub-Committee through a resolution for member's approval. The move is geared towards promoting Quality Client Care and Accountability (QCCA). The Clinical Supervisor's competencies, capacities, capabilities would be further enhanced through a new framework which will look and monitor in detail the training, Clinical Supervision standards and procedures as well as feedbacks from the ground. We will, therefore, maintain a **Register of Clinical Supervisors** and require a 2-year renewal process that will coincide with the renewal of their Registered Counsellor status.

Course Recognition

In the past years, the Course Recognition Sub-Committee underwent revisions. The exercise is to ensure SAC maintains a close, positive and professional relationship with our important partners, the Educational Institutions who are providing the training and moulding our future counsellors and psychotherapists. We are appreciative that our Educational partners are current, relevant, reliable, dependable and validated in their curriculum; in providing a quality learning environment and opportunities. Apart from going through the tough rigour of validating the Course Credentials, we held talks, discussions, and dialogues with our Education partners. The collaborative atmosphere bolsters deeper appreciation for the need and aspiration of our counsellors and psychotherapists in response to the current state of the

ground and impending trends.

Board for the Registry of Counsellors

With the Constitutional change approved in March 2015, we are now able to establish a Board for the Registry of Counsellors. However, with the focus on the SAC Counselling Symposium 2015 and with the increased administrative issues that we had to cope, the current EXCO had been managing the Register of Counsellors and Membership matters. It is planned to commit the establishment of this important Board to the newly elected 24th EXCO 2016-2018.

SAC Counselling Symposium 2015

Commissioned and headed by the President, over two years of planning, co-ordinating and countless meetings, SAC held our First International Counselling Symposium on the 15th October 2015. It was heart-warming to see so many members who worked hard and contributed to making this symposium a success – including our hard-working committee, with their sub-committee members, the keynote speakers, the experts who contributed scientific papers to share their experiences, the workshop leaders, the moderators and all participants. We were also honoured to have Senior Minister of State for Health and the Environment and Water Resources, Dr Amy Khor to grace this occasion as our Guest of Honour. We had over 500 participants from nine countries to share best practices in evidence-based counselling outcomes: the participants came from Singapore, South Korea, Hong Kong, Malaysia, Philippines, UK, US, Canada, Australia and New Zealand. We believe the Inaugural SAC Counselling Symposium with its focus on evidence-informed practice in order to achieve greater well-being for the client will help to promote greater credibility and professionalism in the practice of counselling in the years to come. The Symposium also saw the call for and was overwhelmingly received by the participants for the formation and setting up of the Asian Institute for Counselling Research and, the Asian Counselling Federation in the promotion of two new categories Research Counsellors and Counsellors without Borders.

SAC has become a Full Member of NCSS since 1st April 2016

Having discussed with the National Council of Social Services for quite some time, we are happy to announce that w.e.f. 1st April 2016 SAC is officially a full member of NCSS, with its accompanying rights and privileges. SAC will work closely with NCSS and the other members of the body in the spirit of Inter-Agencies Support in enhancing our competencies, capabilities and capacities in the pursuance of a common corridor so as to better support the nation's community at large.

Future – What's in the Pipeline?

As this 23rd Executive Committee completes its term, the followings are several tasks and challenges identified for the new leadership to consider bringing SAC progressively forward in the next decade and beyond. They are:

1. Strengthening SAC's Administrative processes and function as well as acquiring our own Premises.

2. Reviewing our Course Recognition requirements to look into non-Post Graduate Counselling Courses to streamline with the new Membership structure.
3. Securing a training grant or even IPC status so that we could have access to resources to run future programs.
4. Providing In-House Standardized Training Programs such as Ethics, the Law in Counselling, etc.
5. Training in additional areas such as Counselling Entrepreneurship Management, Law & Practice, Casework Management, First Aid, Suicide Management, DISC, PEAKS & others will be strongly encouraged.
6. Advocating the values of Counselling through publicity efforts such as mass media, cyber media, talks, public seminars, corporate lunch time talks, schools talk, Counselling Week etc.
7. Providing In-House Direct Counselling Services for the members of the public.
8. Providing In-Direct Counselling Services through Organisations such as The Human Resources Institute, HCA and others.
9. The promotion of Counselling At The Work Place.
10. Developing and implementing Agency's Counselling Competency Certification.
11. Ensuring Counsellor's General Well Being, SAC will look at concerns such as self-care, practitioner's fatigue, burn-out and others could be addressed.

Conclusion

In closing, I wish to state that all these achievements were possible because as counsellors we stand united together. To realize our future, we have to strengthen our stand. Your faith in this administration and I, have transformed SAC to what it is today. Though we have made significant advancements, we still have a long way to go.

I wish to thank all our members for their support, patients and confidence. To our colleagues who served together with me on the 22nd and 23rd Executive Committee of SAC, I thank all of you in making that landmark journey with me. The measures we have emplaced today will warrant for a premium level of training, professionalism, and competency in the practice that we likewise endorse through our membership with SAC in the improvement of the lives of our clients, counsellors and country.

Thank you.

Yours sincerely,

Jim Bek

SAC President (2012-2014 and 2014-2016)

Reports by the

Various Sub-committees (2014-2016)

Chair	Members
Course Recognition Committee	
Mr Frederick Low	Representatives from Singapore Association for Counselling Ms Ng Sook Wai Ms Hema Gurnani Appointed Representatives from: Ms Joanna Koh (Ministry of Education) Ms Melissa Chew (Singapore Association for Social Workers) Mr Mark Seow (Social Service Institute, NCSS) Ms Lau Ley Yen (Social Service Institute, NCSS)
Ethics Committee	
Dr Jessica Leong	Dr Tan Chue Tin Mr Benny Bong Mr Frank Chan Ms Rita Naranjan
Clinical Supervision Sub-committee	
Jim Bek	Dr Elizabeth Nair Dr Cecilia Soong Mr Joachim Lee Mr Tan Boon Huat Mr Sam Kuna
Academic Sub-committee	
Timothy Hsi	Ms Ada Chung Mr Dustin Chin Mr C. Joshi Ms Janie Wong Mr Dan Ng Mr Saravanakannan G. Mr Bernard MacKenzie Ms Ong Siew Hong Mr Mohd Zulkarnain b Abdul Aziz Mr Steven Wu
Membership Sub-committee	
Mr Leonard Moong	Ms Silvia Wetherell Ms Joyce Chan Ms Toh Hwee Boon Ms Celine Edmund Ms Lam Yoke Fong Ms Lily Chee Mr C. Joshi
Community Sub-committee	
Mr Andy Lam	Mr Joachim Lee Ms Christine Cheong Mr Frederick Low Ms Lakhvinder Ms Michele Gan Mr Tan Boon Huat Ms Evelyn Koh Ms Hema Gurnani Ms Joyce Chan

Ethics Board Report (2014-2016)

In 2014, the Ethics Board prepared a 34-page Manual of Procedures. One of its primary goals was to state the Standard Operating Procedure (SOP) for managing complaints received involving alleged violation (s) of the SAC Code of Ethics.

The SOP was created to ensure procedural fairness to all parties involved in the ethics complaint process, and to reduce miscommunication and failure to comply to SAC's standards. Dr Amy Khor, Senior Minister of State, Ministry of the Environment and Water Resources and Ministry of Health, officially launched the Manual of Procedures at the Opening Ceremony of the SAC Symposium on 15 October 2016.

Over the last two years, SAC received one oral and two written complaints. SAC members were involved in two of the complaints while the third was related to a non-SAC member. The Chairperson advised the complainant of the non-SAC member that the SAC Ethics Committee had no legal authority to manage matters involving non-members. The remaining two cases were facilitated by the Board of Ethics and were resolved through a mediation process.

- **Dr Jessica Leong**

Board for Course Recognition Report (2014-2016)

The Board for Course Recognition met thrice in the year under review and two programmes were successfully re-assessed and their recognition status renewed. They were: 1) Postgraduate Diploma in Counselling offered by TCA College and 2) Masters of Arts (Counselling & Guidance) offered by the National Institute of Education.

During the year under review, the Committee also conducted two separate site visits to Nanyang Polytechnic and the Executive Counselling and Training Academy. At both occasions, committee members interacted with course managers, teaching faculty and students undertaking SAC recognised counselling courses.

The Committee is indebted to representatives from the Ministry of Education - Guidance Branch, Social Service Institute and the Singapore Association of Social Workers for their contribution and support. The committee also likes to express thanks to all educational institutions it worked with for their support, patience and co-operations in the recognition application and renewal process as well as site visits.

- **Frederick Low**

Board for the Registry of Counselors (2014—2016)

A brief report is included in the President's Report. The EXCO will act as the Board until a new team is recruited and appointed.

Membership Subcommittee Report (2014-2016)

The Membership Subcommittee met three times between April 2015 and April 2016 (24/8/15, 26/11/15, and 22/4/16). During this period of time, the Membership Subcommittee generated two issues of the SAC E-magazine titled "The Savvy Therapist", and six SAC News Bulletins. At the same time, the committee supported the inaugural SAC Counselling Symposium 2015, the generation of 188 Membership Cards for the various membership categories, and the taking up of Professional Indemnity insurance.

Looking ahead for the remainder of 2016, the Membership Subcommittee will continue to organize the AGM, which is scheduled on 17/6/16, and generate the SAC E-magazine for the months of June and December, and the News bulletin for the months of July, September, and November 2016.

The Membership Subcommittee intends to revive the "Members meet EXCO" activity in October, and the "Subcommittee Appreciation" function in December 2016. The Membership Subcommittee also strives to introduce a FAQ section on SAC's website, a Peer Learning session on "Self-Care focus group" in November 2016, and facilitate the application of "LearnSG Seed Fund" to enhance SAC's membership benefits.

- **Leonard Moong** (Chairperson), **Toh Hwee Boon** (EXCO Representative)

Community Counselors SubCommittee Report (2014-2016)

Between September 2014 and November 2014, the Sub-Committee commenced engagement with the Executive Committee (EXCO) of SAC in surfacing concerns regarding the implementation of the Code of Social Work Practice (CSWP) within the social service sector, as well as the introduction of the National Social Work Competency Framework (NSWCF).

Thereafter, an informal meeting and a briefing was held between MSF, Sub-Committee and SAC EXCO members. In order to further concretize future plans, it was deemed necessary to respond to real needs on the ground.

The tea session was held in Nov 2015 for VWO Counseling Centres, from which it was deduced that counselling centres were not directly impacted by the implementation of CSWP. A wish-list by the counselling centres was presented to the EXCO.

The Sub-Committee proposed to increase the professional identity and value add to the professional development of community counsellors. Consequently, two projects were tabled:

1. A 2-day training session focusing on clinical supervision projected in Q1 2017; and/or
2. Public educative collateral on counselling.

- **Andy Lam**

Academic Subcommittee Report (2014-2016)

We wish to thank Mr Timothy Hsi for his leadership as the Chairperson, but he had to step down due to commitments. There were no activities with the Academic Subcommittee in 2015.

Clinical Supervision Subcommittee (2014-2016)

The Clinical Supervision Subcommittee Chaired by Jim Bek met 6 times over the past 2 years and deliberated over the challenges facing Practicum Interns, the Provision Clinical Members, and all Clinical Members who needed to clock their clinical supervision hours with trained and qualified clinical supervisors. Comparisons were researched with existing supervision practices of various associations and clinical supervisor training programs locally and in training institutions and universities around the world and a draft of the proposal for the Register of Clinical Supervisors is tabled to the members for discussion and approval at this Annual General Meeting. The EXCO and members of the Clinical Supervision Subcommittee wish to also express our thanks to Ms Angeline Teoh, a Clinical Member and Registered Counselor, for her research into the Clinical Supervision Guidelines—Standards and Procedures and developing this document specifically for SAC and for members to operate within the professional and ethical expectations of clinical supervision. We look forward to a more transparent and robust clinical and therapeutic environment with clear expectations of clinical supervision in place.

- **Jim Bek**

Proposed Amendments to the Constitution of the SINGAPORE ASSOCIATION FOR COUNSELLING

RESOLUTION NO. 1

That subject to the approval of the Registrar of Societies, it be resolved that Clause 9 of the Constitution be amended in the manner set out below:

Rule No.	Existing Rule(s)	Renumbered Rule No.	Proposed Rules	Explanation & Reasons for Amendments
	The Office Bearers			
9.1	The office bearers of the Association shall be: (a) The President. (b) The Vice-President. (c) The Honorary Secretary. (d) The Assistant Honorary Secretary. (e) The Treasurer. (f) Two Committee Members. (g) Representative from professional organisations related to counselling may be invited to sit in the Executive Committee.		The office bearers of the Association shall be: (a) The President. (b) The Vice-President. (c) The Honorary Secretary. (d) The Assistant Honorary Secretary. (e) The Treasurer. (f) The Assistant Honorary Treasurer (g) Two to Four Committee Members. (h) Representative from professional organisations related to counselling may be invited to sit in the Executive Committee.	Expansion of the Executive Committee in tandem of growing membership base.
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 one term of office.		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.	Description of re-election rules in relation to key offices.

Rule No.	Existing Rule(s)	Renumbered Rule No.	Proposed Rules	Explanation & Reasons for Amendments
		9.8	ASSISTANT HONORARY TREASURER: Shall be elected at the Annual General Meeting. The Assistant Honorary Treasurer's duties shall be: (a) assisting the Honorary Treasurer in the maintenance of a record of payments of subscriptions. (b) assisting the Honorary Treasurer in the banking of moneys and payments of accounts properly rendered to the Association. (c) advising of the Executive Committee on financial matters including the current financial position of the Association, its assets and its liabilities.	Description of the role of Assistant Honorary Treasurer
9.8	ELIGIBILITY FOR NOMINATION All those who have been members of the Association for at least one year shall be eligible to stand for office.	9.9	ELIGIBILITY FOR NOMINATION All those who have been members of the Association for at least one year shall be eligible to stand for office.	Re-numbering of rule
		9.10	CO-OPTED COMMITTEE MEMBERS 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.	Description of the Co-opted Executive Committee Members.

Rule No.	Existing Rule(s)	Renum- bered Rule No.	Proposed Rules	Explanation & Reasons for Amendments
		9.11	Any Executive Committee Member 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 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.	Description of Executive Committee Members' resignation and withdrawal process.
		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 an 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. The Executive Committee may fill the seat by co-opting a Member on a unanimous vote. Such Co-opted Committee Members shall have no voting rights within the Executive Committee.	Description of the process to fill vacancies in the Executive Committee in between terms of office.

RESOLUTION NO. 2

That subject to the approval of the Registrar of Societies, it be resolved that Clause 5.2.3 of the Constitution be deleted in its entirety and Clause 5.2.4 be renumbered as the new 5.2.3

Rule No.	Existing Rule(s)	Renumbered Rule No.	Proposed Rules	Explanation & Reasons for Amendments
5.2	Registrants of the SAC Register of Counsellors			
5.2.3	The intended registrant is presently a social and counselling service provider/practitioner and shall have completed recognized training courses in counselling theory and skills practice (of a minimum of 300 contact hours altogether) from an accredited educational or training institute. i. Counselling Theory, which includes the principles, concepts, and practice of counselling and orientation to basic counselling models; ii. Counselling Content Areas may include: Human Growth and Development, Helping Relationships, Group work, Appraisal and Research, Career and Lifestyle Development, Professional Orientation and Ethics, Marriage and Family Work and other specialization topics. iii. Applicant must complete 600 hours of face to face counselling within a minimum period of two years, subject to a maximum of three years. This time period need not start immediately after graduation, but must consist of one block period of time that is completed within seven years upon graduation. Recording of hours may begin when course work begins. This time period need not start immediately after completion of course work, but must consist of one block period of time. The supervision, which must be by an SAC Registered Counsellor or SAC Registered Supervisor, or a Clinical Supervisor approved by the institute will consist of at least one hour of clinical supervision for each ten hours of counselling practice.	To be deleted	To be deleted	This rule was created to allow the smooth transition for current practitioners who did not have a first degree or who had a non-counseling degree to be able to apply to be on the Register of Counsellors. This rule has become redundant over the years as all our current SAC Registered Counsellors have at least a Postgraduate degree.
5.2.4	Registrants are entitled to style themselves as SAC Registered Counsellors and use the post nominal letters: RegCLR	5.2.3	Registrants are entitled to style themselves as SAC Registered Counsellors and use the post nominal letters: RegCLR	Renumbering of this clause if the earlier clause is deleted.

RESOLUTION No. 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.

RESOLUTION No. 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 Amount	Remarks
1	One-time Application Fee	0.00	\$50.00	
2	Membership Fee (All Categories)	\$40.00	\$80.00	
3	Registered Counselor	\$100.00	\$100.00	
4	Registered Clinical Supervisor	0.00	\$50.00	
5	Professional Indemnity	\$176.55	\$176.55	(may increase annually)

ANNUAL REPORT & ACCOUNTS

UEN: S83SS0024D

for the year ended 31 December 2015

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- 2 Statement of Income and Expenditure
- 3 Activities / projects
- 4 Notes to the financial statements
- 5 Statement by the Executive Committee
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Registered office:
93 Toa Payoh Central #05-01
Toa Payoh Central Coimmunity Building
Singapore 319194

Balance Sheet

as at 31 December 2015

UEN: S83SS0024D

	2015 \$	2014 \$
FUNDS		
ACCUMULATED FUND	182,938.20	113,073.86
CURRENT ASSETS		
Cash and bank balance	95,910.45	61,732.43
Fixed deposits	49,289.47	49,186.73
Trade debtors	5,276.73	1,000.00
Deposits	-	9,752.00
Prepayments	605.60	1,602.70
NCSS - VCF Grant	57,982.80	-
	<u>209,065.05</u>	<u>123,273.86</u>
CURRENT LIABILITIES		
Accrued expenses	21,360.00	10,200.00
AIG - professional indemnity insurance	4,766.85	-
	<u>26,126.85</u>	<u>10,200.00</u>
NET CURRENT ASSETS	182,938.20	113,073.86

Statement of changes in Accumulated Funds

for the financial year ended 31 December 2015

	2015 \$	2014 \$
Balance as at 31 December 2014	113,073.86	104,305.87
Surplus/(Deficit) for the year after taxation	69,864.34	8,767.99
Balance as at 31 December 2015	<u>182,938.20</u>	<u>113,073.86</u>

Income and expenditure statement

for the financial year ended 31 December 2015

UEN: S83SS0024D

	2015	2014
	\$	\$
INCOME		
Membership subscription	49,653.50	40,215.00
Course recognition fee	3,291.66	8,250.00
Bank interest (Autosave)	37.09	35.25
Bank interest (Fixed Deposits)	102.74	102.44
Donation	-	-
Members activities/projects		
Income from activities/projects	208,846.00	-
Less: Expenses re: activities/projects	157,581.08	2,592.68
	51,264.92	(2,592.68)
	<u>104,349.91</u>	<u>46,010.01</u>
Less:		
EXPENDITURE		
Secretariat service fee	20,400.00	19,180.00
Bank charges	77.00	77.00
Filing fees	130.00	-
General expenses	644.97	311.60
Internet/website	997.10	1,551.50
Legal fees	-	2,696.40
Meeting expenses - Exco	706.10	454.65
Meeting expenses - AGM	5,755.53	8,377.41
Postage and courier	300.80	983.19
Printing and stationery	3,033.17	2,424.26
Subscription	144.45	-
Telephone	229.43	237.99
Transport and taxi fares	1,312.17	894.81
Workshop/seminar expenses	380.00	-
	<u>34,110.72</u>	<u>37,188.81</u>
Surplus/(Deficit) for the year before Taxation	70,239.19	8,821.20
Taxation	374.85	53.21
Surplus/(Deficit) for the year after taxation transferred to Accumulated Fund	<u>69,864.34</u>	<u>8,767.99</u>

Activities/projects

UEN: S83SS0024D

for the financial year ended 31 December 2015

Activity/project title	Date	Income	Expenses	Excess/(Deficit)
SAC Symposium 2015	2015	208,846.00	157,581.08	51,264.92
		208,846.00	157,581.08	51,264.92

Notes to the Financial Statements

for the financial year ended 31 December 2015

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

All income is recognised as revenue on a cash basis in the income and expenditure account.

Statement by the Executive Committee for the financial year ended 31 December 2015

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 2015 and the results for the financial year ended on that date.

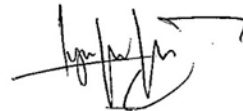
On behalf of the Executive Committee



Jim Bin Ismail Omar Bek
President



Sam Kuna
Honorary Secretary



Evelyn Rochelle Koh Hwee Lin
Honorary Treasurer

Singapore, 16 March 2016

Report of the Auditor

UEN: S83SS0024D

for the financial year ended 31 December 2015

I have audited the accompanying financial statements of the Singapore Association for Counselling ("Association") comprising the Balance Sheet as at 31 December 2015 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 2015 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.



Dorothy Low Siew Har
Auditor

Singapore, 22 March 2016