

Sunrise Caring Association

Annual General Meeting

Thursday November 21, 2024
6:00pm, Sunrise Adult Training Centre

Please consider joining the Ex-Co

We need a Secretary, Treasurer, Chairperson, Chair of Fund Raising Committee, Chair of Assisted Independent Living Program.

The Chairperson will be responsible to ensure the SCA fulfills the aims and objectives defined in The Constitution of the Sunrise Caring Association in a manner consistent with the Constitution. In particular, they should coordinate and lead our 1/4ly “dinner and discussion” meetings. They need to determine topics, invite guest speakers, arrange for the meal and advertise via Website and WhatsApp prior to the 1/4ly meetings with reminders. The Chair will be responsible to ensure the website is updated, with meeting minutes and supplemental materials or links. The Chairperson must ensure that the annual CBP Non-Profit Organization filing and payment has been made to ensure SCA remains in good standing.

The Chairperson will oversee and share information with all SCA members regarding additional financial support for SATC programs, equipment and supplies and ensure petty cash distributions are made.

The Chair, in lock step with the Program Chairperson will oversee the creation of a new Assisted Independent Living program.

The Chair will monitor what assistance is needed and apply what we can offer, financial and otherwise to SATC for a built for purpose facility.

The chair will be responsible for banking matters, including securing credit cards, transferring money to and from term deposits, determining the most cost efficient banking to meet the needs of the SCA.

The Secretary, will be responsible to keep minutes for each meeting AGM and quarterly meetings in addition to collecting records from individual committees and to provide final minute copies for the Chair Person to post to the SCA website. They will keep an up to date contact list of members. The Secretary is responsible to provide any required activity reports needed to be filed with CBP – for the non-profit status with Government or for Associated Entities (such as the Hidden Disabilities Sunflower Scheme).

The Treasurer, will be responsible to review the bank accounts monthly, (with CNB online banking access) and to gather petty cash receipts to prepare combined financial reports to be presented to each 1/4ly meeting. The Treasurer will need to prepare the annual report to present at our AGM and for filing with the CBP website for our Non-Profit Organization Status (NPO status) (Must be approved by a professional accountant as per our charter). The treasurer is responsible to pay the Annual fees due to keep the NPO Status current. The treasurer will assist with large payments made by SCA for Sunrise Adult Training Centre (SATC) Support. The treasurer will ensure payments are made to keep the website operational.

Fund Raising Committee Chair, will be responsible to coordinate our fundraising efforts. This will include creating a volunteer base, both from within the SCA and a network of interested persons from the community and abroad who could provide expertise and manpower. The committee will need to generate and implement a series of creative ideas (on a very meager budget initially.)

Raised funds are needed to buy special equipment & supplies for SATC that are requested but not covered in the Govt program budget. Funds are required to keep the website up and running, to pay for costs associated with quarterly meetings, to develop a supported assisted living program, and to assist with our goal of a built for purpose facility.

Assisted Independent Living (AIL) Program Chair will be responsible to work with a variety of Government Social Services providers and the SATC, to develop this new program of the SCA for the benefit of all Sunrise Clients who need or wish to establish a successful independent living situation. The committee will need to develop this program's structure. The end result should be a format, guidelines and checklists for a client by client approach - to assist a coordinator with identifying appropriate housing, and bespoke supports that already exist in the community including -financial, medical, nutritional, household maintenance, personal hygiene, recreational and social outlets that are appropriate for each client.

The role of the SCA is not to replace the social worker, but to complement them.

The program will need to include a structure of ongoing assessment to meet the changing needs of the Sunrise Clients as they age.

The committee needs to make sure that any available SCA funds are going towards the best possible AIL arrangements for each of the clients in the program, to make suggestions and provide directions to government service providers regarding each individual client's ongoing needs. It is the long-term goal that a team of independent living coordinators shall have official Government paid positions filled by qualified persons. The Chair will need to advocate and petition Government for this. Goals for year one: Develop our AIL structure and petition for at least one paid Assisted Living Placement Professional.

A detailed Agenda will be made available closer to the AGM date
Draft Agenda"

- 1) Review current Financials
- 2) Discuss how did we do in 2024 and how can we do better in 2025 to meet the purposes of our Sunrise Caring Association Constitution
- 3) The Hidden Disabilities Sunflower Scheme
- 4) Fundraising Committee Creation
- 5) Assisted Independent Living Committee Creation
- 6) Remarks by persons who wish to participate as Ex-Co for 2025
- 7) Vote for the new ExCo.