



SOUTHERN AFRICAN ASSOCIATION FOR
COUNSELLING AND DEVELOPMENT
IN HIGHER EDUCATION



ANNUAL REPORT

1st August 2021 -31th July 2022



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EXECUTIVE MANAGEMENT COMMITTEE REPORTS

PRESIDENT:

MS LAMESE CHETTY

The President has been involved in the following activities:

THE 2021 - 2022 YEAR IN REVIEW

The President has been involved in the following activities:

- 1) A year of recovery after the Covid-19 pandemic and national lockdown within our institutions.
- 2) A glimmer of hope when hosting a successful first online conference in 2021 in my previous portfolios (PRLO and President-Elect).
- 3) EMC Meetings were held in December 2021, February, April and July 2022
- 4) Representing SAACDHE at DHET and Higher Health initiatives
- 5) Forming part of the International Association of Student Affairs and Services (IASIS) and Higher Education Leadership and Management (HELM) platforms.

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the President portfolio as stipulated in the SAACDHE Constitution:

MANAGEMENT OF ASSOCIATION	
Key Performance Area	Remarks
Provide dynamic leadership towards, and be ultimately responsible for ensuring that the ethos, principles and requirements of the constitution of SAACDHE are promoted and strictly applied	Preparation was key in my duties as President in preparing for meetings using the constitution was pinnacle. This also was done with the EMC, GMC and COC of the hosting region for the annual conference.

<p>Annually set specific strategic priorities for the Association as a whole and report on this progress in a formative and summative manner</p>	<p>A new strategic plan was highlighted to the EMC and need to be created as the current plan ended in 2021. This was tabled at the EMC/GMC Meeting in August to allow their regions to work through the document and provide additions for a new strategic plan to be drafted. This plan will receive further exploration at the upcoming conference and November 2022 meeting.</p>
<p>Provide formative and summative feedback to all members regarding the degree to which the Association has performed against the pre-determined outcomes (those of each individual member of the EMC/GMC and the specifics annually determined by the President)</p>	<p>The EMC was very involved with recovering from the national lockdown and chose to host most meetings online. The COC was mentored this year by the EMC in preparation for the conference to return in-person</p>
<p>Liaise with DHET and other national associations aligned to the core business of SAACDHE and co-represent (with the President-Elect) the Association at Management Committee meetings in the form of an annual, bi-annual or semester presentations to the meeting</p>	<p>There has been involvement in various partnerships including DHET, Higher Health and HELM. HELM has hosted two strategic sessions on understanding needs of members and will continue for 2022.</p>
<p>EXECUTIVE MANAGEMENT COMMITTEE SUPPORT</p>	
<p>Key Performance Area</p>	<p>Remarks</p>

Provide dynamic leadership towards, and be ultimately responsible for ensuring the realisation of all the functions and responsibilities of the EMC/GMC/AGM, as stipulated in the constitution	Meetings continued in an online platform; however one in-person meeting was held as part of the site visit with COC. This was a much-needed intervention in preparation for members to return to the format that was offered in the past.
Provide assistance to other EMC members with specific tasks, as required	Support was provided to all portfolios on a regular basis with website, institutional membership, sustaining MindCare and administrative responsibilities.
Assist the Public and Regional Liaison officer in positioning the Association as a strong and united lobbying force	Communication has occurred to members and partnerships including utilising the website.
EMC / GMC MEETINGS	
Key Performance Area	Remarks
Chair all EMC/GMC/AGM meetings	Has chaired the required amount according to the constitution as well as the AGM of 2021 as the President was not available. Meetings were also conducted to
MEMBERSHIP	
Key Performance Area	Remarks
Ensure continuous communication/dialogue with all members	The website serves as a perfect way to link information with members which was provided to the PRLO to facilitate.

CONCLUSION

This portfolio was a personal achievement to me to serve my SAACDHE members who are like family. I am privileged to work with colleagues who are passionate about student counselling and development in their field of expertise. We have built a strong foundation of knowledge which our previous generation had instilled, but with changes come revival with our roots.

I certainly want this association to not just rekindle what was forgotten but revive what is still due to develop. We have survived a life experience that we will forever remember, one which transforms the entire student development and support function within tertiary institutions.

Lamese Chetty

PRESIDENT ELECT:

Tobias van den Bergh

The President-Elect has been involved in the following activities:

- 1) Providing support to the COC, EMC, and the President.
- 2) I assisted with interim duties with assisting the President duties

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the President-Elect portfolio as stipulated in the SAACDHE Constitution:

EXECUTIVE MANAGEMENT COMMITTEE SUPPORT		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Provide general and strategic support to the President	YES	Support was provided to the president
Attend to delegated tasks from the President	YES	Regular communication to members and COC
Provide assistance to other EMC members with specific tasks as required	YES	
Liaise with DHET and other national associations aligned to the core business of SAACDHE and co-represent (with the President) the Association at Management Committee meetings in the form of an annual, bi-annual or semester presentations to the meeting	YES	Attending discussion with the Higher Education Leadership and Management (HELM), Dr Birgitte Schreiber.
EMC / GMC MEETINGS		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Attend all meetings	YES	Regular meetings attended

CONFERENCE		
Key Performance Area	Addressed: Yes/No/Na	Remarks
<p>Attend to conference related matters (assisted by the Administrative Coordinator & PRLO)</p> <ul style="list-style-type: none"> • Ensure completion of award certificates and delivery thereof to winners • Receive abstracts, for conference papers, workshops and posters, from the chairperson of the Conference Organising Committee • Guide EMC members re approval of conference abstracts • Guide EMC to draw up a provisional conference program • See to it that the Conference Organising Committee notifies presenters of the EMC's acceptance of papers, workshops and posters • Finalise the conference program with the Conference Organising Committee 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>Regular meetings were held with COC in planning the conference.</p> <p>This included preparing conference needs, including the programme, abstract submissions, review and acceptance. Guidance was provided to COC with planning and implementation and various conference template materials were provided to assist the COC. In addition, a meeting was arranged between the 2021 and 2022 COCs to aid them with uncertainties, and questions and to provide guidance.</p>

Assist National and Regional Liaison Officer re the Operationalisation of the Regional Management structures	YES	Provide KPA's and documentation and info to EMC and GMC as required (USB) Regular communication was sent out via email to members and regional chairpersons
Attend to the applications from the SCCDC's / member institutions interested in hosting SAACDHE conferences by: <ul style="list-style-type: none"> • Reminding them to apply • Receiving completed application forms • Present completed application forms to EMC / GMC for approval (June meeting) • Notify successful SCDC / member institution of EMC / GMC decision 	NO NO NO	Communication will be sent from October 2022.
QUALITY ASSURANCE		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Operationalise the Association's Quality Assurance System by: <ul style="list-style-type: none"> • Sending invitations to HOD's of SCDC's to invite the EMC for a QA Review of their centre/unit • Receiving applications from SCDC's for a Quality Assurance Review • Overseeing each Quality Assurance Review • Overseeing QA report writing and feedback to EMC and evaluated SCDC 	NO	

Facilitate and plan regional training activities with regards to quality assurance	NO	
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CONCLUSION

The portfolio mainly consisted of supporting the President and the COC. This entailed arranging several meetings with the COC chair and other members, meeting with the 2021 COC to guide the 2022 COC and Chair, and providing extensive documents and templates from the 2021 conference to assist the 2022 COC.

Tobias van den Berg

RESEARCH, TRAINING & DEVELOPMENT

COORDINATOR: TOBIAS VAN DEN BERGH

OVERVIEW

During the period, an invitation to submit for the JCDHESA was circulated among members. We received one enquiry for possible submission. In addition, communication regarding forming part of the MindCare presenter's roster was circulated, and we received one submission.

Currently, the MindCare training and development programme is under review and re-structuring. The aim is to sustainably entrench the operational management and continuation of the MindCare programme within the EMC and GMC structures. The GMC supported the initiative and suggested that the annual regional conference organisers be exempted from implementing a MindCare session. The remainder of the regions will each host one MindCare session per annum. This will be done collaboratively with the RTD coordinator, PRLO, and Financial Coordinator.

The next steps are to:

- 1) Conduct a member survey to identify training and development interests and to gauge members regarding the rebranding and logistics of MindCare (i.e., using a different, colourful logo, identifying the most preferred dates and times for implementation).
- 2) Compile guidelines, template, and practical documents to aid regions with implementing MindCare sessions.
- 3) Train GMC members in using relevant programmes and processes related to MindCare.

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the Research, Training & Development Coordinator portfolio as stipulated in the SAACDHE Constitution:

TRAINING & DEVELOPMENT		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Ensure EMC/GMC training and inductions	Yes	Conducted virtually in 2021

Address special training needs of members on a regional level (e.g. writer's forum; research and publication training)	Yes	Training and development funds allocated.
EMC / GMC MEETINGS		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Attend all meetings	Yes	
RESEARCH		
Key Performance Area	Addressed: Yes/No/Na	Remarks

<ol style="list-style-type: none"> 1. Be responsible for the SAACDHE publication, entitled the Journal for Counselling and Development in Higher Education Southern Africa: 2. Find referees to review conference papers / articles for this publication 3. Get EMC to approve of selected referees 4. Notify referees of their appointment by the EMC 5. Forward papers to be refereed to referees with guidelines and the Referee Feedback Form 6. Contact presenters of winning papers at the last SAACDHE Conference to submit their papers to be refereed 7. Get referees to return the refereed papers and comments 8. Get EMC to discuss the returned papers and comments and to approve the papers to go into the Journal for Counselling and Development in Higher Education Southern Africa 9. Ensure ISBN number for the Journal for Counselling and Development in Higher Education Southern Africa 10. Mail papers with referees' comments to authors with request to upgrade before publication 11. Oversee the finalisation of the Journal for Counselling and Development in Higher Education Southern Africa (compiling and printing) 12. Oversee the distribution of the Journal for Counselling and Development in Higher Education Southern Africa (preferably at the annual SAACDHE Conference) 13. Ensure that important stakeholders get a copy (e.g. HESA, PsySSA, SAASSAP) 	<p>Yes</p>	<p>Only one enquiry of publication interest was received.</p>
<p>CONFERENCE</p>		

Key Performance Area	Addressed: Yes/No/Na	Remarks
Ensure that all conference attendees get a CD/ electronic copy of all papers/workshops presented at the conference	Yes	All conference attendees were provided electronic access to paper presentations, workshops, and panel discussions.
<p>Attend to conference-related matters (assisted by the Administrative Coordinator & PRLO)</p> <ul style="list-style-type: none"> • Ensure completion of award certificates and delivery thereof to winners • Receive abstracts for conference papers, workshops and posters, from the chairperson of the Conference Organising Committee • Guide EMC members re approval of conference abstracts • Guide EMC to draw up a provisional conference program • See to it that the Conference Organising Committee notifies presenters of the EMC's acceptance of papers, workshops and posters • Finalise the conference program with the Conference Organising Committee 	Yes	<p>Assisted the COC and EMC with the abstract and programme processes listed.</p> <p>Arranged several guiding meetings with COC members.</p> <p>Provided the COC with template documents regarding the programme, abstract processes, review of abstracts, feedback to presenters etc.</p> <p>Arranged a meeting between 2021 and 2022 COC members.</p>
Assist National and Regional Liaison Officer re the Operationalisation of the Regional Management structures		

Attend to the applications from the SCCDC's / member institutions interested in hosting SAACDHE conferences by: <ul style="list-style-type: none"> • Reminding them to apply • Receiving completed application forms • Present completed application forms to EMC / GMC for approval (June meeting) • Notify successful SCDC / member institution of EMC / GMC decision 	No	The first invitation will be send during October 2022.
QUALITY ASSURANCE		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Operationalise the Association's Quality Assurance System by: <ul style="list-style-type: none"> • Sending invitations to HOD's of SCDC's to invite the EMC for a QA Review of their centre/unit • Receiving applications from SCDC's for a Quality Assurance Review • Overseeing each Quality Assurance Review • Overseeing QA report writing and feedback to EMC and evaluated SCDC 	No	
Facilitate and plan regional training activities with regard to quality assurance	No	

Kind regards,

Tobias van den Bergh

ADMINISTRATIVE

COORDINATOR: Christine Lewis

The administrative coordinator was involved in the following activities:

- 1) Meeting coordination
- 2) Meeting attendance
- 3) Minute taking and distribution

Below is a breakdown of activities the administrative coordinator engaged in, as guided by the portfolio's Key Performance Areas (KPA's)

EXECUTIVE MANAGEMENT COMMITTEE SUPPORT		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Provide administrative and general support to the EMC	YES	Support was provided through meeting coordination, minute taking and distribution.
Attend to delegated tasks from the President and President-Elect	Yes	Tasks included meeting coordination, minute taking and distribution.
EMC / GMC MEETINGS		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Obtain quotations for meeting venues and accommodation	Yes	EMC met with COC at the conference venue in Pretoria and assessed conference venue

Book meeting venue and attend to logistical arrangements	Yes	EMC met with COC at the conference venue in Pretoria.
Attend all meetings	YES	<ul style="list-style-type: none"> • SAACDHE EMC/GMC via zoom- 17/8/2022 • SAACDHE EMC virtual meeting 31/May/2022 • SAACDHE EMC/ COC meeting via zoom 14 July 2022 • EMC/ COC meeting in Pretoria 14 July
Assist in making arrangements for the regional chairpersons to attend the joint meetings with the EMC	YES	SAACDHE EMC/GMC zoom meeting- 17 August 2022
Set the agenda of the EMC and GMC meetings (in conjunction with the President)	YES	<ul style="list-style-type: none"> • SAACDHE EMC/COC zoom meeting- 14 July 2022 • SAACDHE EMC/GMC zoom meeting- 17 August/2022
Send out notices of meetings to all concerned	YES	Via E-mail
Accurately record minutes of all meetings	YES	
Distribute relevant minutes, action plans and timelines to all EMC and GMC members	YES	
Extract decisions taken and updates from the EMC meetings and distribute to HOD's and GMC	N/A	

Follow up on requests or decisions arising from the EMC and GMC meetings	N/A	
Correspond with individual members or organizations, based on decisions taken at these meetings.	N/A	
TRAVEL AND ACCOMMODATION: EMC / GMC MEETINGS		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Attend to accommodation requirements of the EMC and GMC	Yes	EMC COC meeting held at the conference venue.
Coordinate travel arrangements and requirements of the EMC and GMC	Yes	EMC COC meeting held at the conference venue.
MEMBERSHIP AND DOCUMENTATION		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Update and maintain the membership list	Na	Done by the PRLO with Leza Deyzel's assistance from the University of South Africa (UNISA)
Request from each institution updated information regarding all SAACDHE members	Na	Done by the PRLO with Leza Deyzel's assistance from UNISA

Assist SAACDHE members and attend to their queries	N/A	
Ensure that all constitutional amendments are recorded and updated, including appendices	Yes	
Distribute updated documents to paid-up SAACDHE members	N/A	
Arrange for archiving of SAACDHE information and documents	N/A	
Liaise with webmaster and ensure that relevant information is placed on the SAACDHE website	N/A	Webmaster liaised with Deyzel Leza from Unisa
Distribute EMC's and GMC's "Broad tasks and Action Plans" for each year to GMC and place on the SAACDHE website	N/A	
CONFERENCE PLANNING		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Participate in the selection of abstracts for the conferences	Na	No request to do so.
Participate in the approval of conference venue including venues used for the evening functions of the conference	Yes	EMC COC meeting was held to discuss the approval of conference venue including venues used for the evening functions of the conference

Participate in the approval of conference accommodation for delegates	Yes	EMC COC meeting was held to discuss the approval of conference venue including venues used for the evening functions of the conference
Participate in the approval of the conference programme	Yes	Through one of the EMC/COC virtual meetings.
Assist the President-Elect with any other conference matters including distribution of "Application forms to host a SAACDHE conference" to interested institutions	N/A	No assistance required yet
ANNUAL GENERAL MEETING (AGM)		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Release the 'Notice of AGM' three months prior to the meeting	Yes	It was however, not done three months prior to the meeting
Compile agenda for the AGM (in consultation with the EMC & GMC)	Yes	Only in consultation with EMC
Collect, collate, compile and bind all relevant documents for the AGM	Yes	
Distribute these prior to the AGM meeting	Yes	Distributed only to EMC

Documentation of the AGM minutes	N/A	Still to be done
Distribution of the AGM minutes	N/A	Still to be done
Have available and circulate nomination forms for new positions within the EMC	Yes	With assistance from PRLO
HONORARY MEMBERSHIP		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Receive and manage submitted written nominations for honorary membership	N/A	
Present the submitted nominations at the mid-year GMC meeting	N/A	
Develop and maintain a register of Honorary Members, Honorary Presidents and Distinguished Service Award recipients	N/A	

CONCLUSION

Serving on the SAACDHE's Executive Managing Committee (EMC) for the past few months have been challenging and rewarding. I am grateful for the work experience SAACDHE has provided.

Christine Lewis

PUBLIC & REGIONAL LIAISON OFFICER:

Obakeng Makgale

The Public & Regional Liaison Officer has been involved in the following activities:

- 1) Liaising with Regional Chairs, EMC & webmaster
- 2) Compilation of Annual Report
- 3) Updating of members list and details

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the Public & Regional Liaison Officer portfolio as stipulated in the SAACDHE Constitution:

EXECUTIVE MANAGEMENT COMMITTEE SUPPORT		
Key Performance Area	Addressed: Yes/No/Na	Remarks
In consultation with the Research, Training and Development Coordinator, compile a CPD register of the regional and national activities and post these on the SAACDHE website	N/A	

Provide assistance to other EMC members for specific tasks, as required	Yes	
EMC / GMC MEETINGS		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Attend all meetings	Yes	Online meetings occurred
MEMBERSHIP & DOCUMENTATION		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Edit/Publish the SAACDHE Newsletters – Three annually	N/A	Newsletters could not be published as there were no regional news to report
Compile/Publish the Annual Report	Yes	Compiled and will be discussed during the SAACDHE 2022 conference AMG
Liaise with Regional Chairpersons and ensure the effective functioning of the Regions	Yes	Liaising via email communication.
Liaise with the webmaster to ensure that information on the website is updated on a regular basis	Yes	Liaising via email communication.

Ensure continuous communication / dialogue with all members	Yes	Communicated via chairpersons and website emails when relevant.
MARKETING		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Raise public and institutional awareness	Yes	Liaised with Webmaster
Co-ordinate marketing of the Association to its members and to the public	Yes	Liaised with Webmaster.
CONFERENCE		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Assist hosting region with CPD accreditation application process	N/A	Hosting region was assisted by President Elect and previous year's COC's chairperson
Organise and prepare all conference awards, special awards and certificates	Yes	Liaised with President Elect regarding certificates and awards for the best region

<p>Attend to conference related matters (assisted by the Administrative Coordinator & PRLO)</p> <ul style="list-style-type: none"> • Ensure completion of award certificates and delivery thereof to winners • Receive abstracts, for conference papers, workshops and posters, from the chairperson of the Conference Organising Committee • Guide EMC members re approval of conference abstracts • Guide EMC to draw up a provisional conference program • See to it that the Conference Organising Committee notifies presenters of the EMC's acceptance of papers, workshops and posters • Finalise the conference program with the Conference Organising Committee 	<p>No</p>	
<p>Assist National and Regional Liaison Officer re the Operationalisation of the Regional Management structures</p>	<p>Yes</p>	

Attend to the applications from the SCCDC's / member institutions interested in hosting SAACDHE conferences by: <ul style="list-style-type: none"> • Reminding them to apply • Receiving completed application forms • Present completed application forms to EMC / GMC for approval (June meeting) • Notify successful SCDC / member institution of EMC / GMC decision 	N/A	
QUALITY ASSURANCE		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Operationalise the Association's Quality Assurance System by: <ul style="list-style-type: none"> • Sending invitations to HOD's of SCDC's to invite the EMC for a QA Review of their centre/unit • Receiving applications from SCDC's for a Quality Assurance Review • Overseeing each Quality Assurance Review • Overseeing QA report writing and feedback to EMC and evaluated SCDC 	No	
Facilitate and plan regional training activities with regards to quality assurance	No	

Conclusion

Serving on the EMC for SAACDHE has been an honour and a great learning experience. I am truly grateful for all that I have learned over the past couple of months.

Obakeng Makgale

FINANCIAL COORDINATOR:

DR SALOSCHINI PILLAY

The Financial Coordinator has been involved in the following activities:

- 1) Providing general and strategic support to the EMC/GMC pertaining to financial matters
- 2) Attendance at EMC/GMC, Strategic Plan and site visit meetings
- 3) Managing the Associations Finances
- 4) Overseeing the electoral processes at the AGM
- 5) Advise and guidance on management of conference finances
- 6) Submitting the SAACDHE finances for financial assessment
- 7) Concluding payments to for services
- 8) Compliance with NPO requirements
- 9) Updating the BBBEE certificate
- 10) Updating office bearer signatories with the bank

Below follows, a breakdown, with brief remarks, of the detailed requirements regarding the Financial Coordinator portfolio as stipulated in the SAACDHE Constitution:

EXECUTIVE MANAGEMENT COMMITTEE SUPPORT		
Key Performance Area	Addressed: Yes/No/NA	Remarks
Provide general and strategic support to the EMC, in particular to matters pertaining to finances	YES	Develop, implement budgets, income and expense statements and oversee the Associations Finances

Attend to delegated tasks from the EMC	YES	Reviewed allowance for online meetings and allocated funds for site visit and EMC meetings. Guided the COC on annual conference budget projections, negotiating discounted rates and quality services. Guide AGM agenda. Follow up on unpaid national membership fees, assist to track and secure fees. Assisted 2021 COC to secure unpaid fees.
EMC / GMC MEETINGS		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Attend all meetings	YES	As per attendance list
Attend to payments for travel, accommodation and subsistence of the EMC and GMC meetings	YES	All payments processed on receipt of invoice. No contact meetings held due to Covid in 2021 but held site visit meeting in 2022.
MEMBERSHIP & DOCUMENTATION		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Increase the membership base	YES	Significant increase in membership since the lockdown

Attend to financial related enquiries from general and prospective members	YES	Review membership notice after AGM for PRLO to release. Review online applications and invoices for Webmaster to release. Complete vendor application forms for institutions, provide bank stamped letters and BBBEE certificates to institutions.
Ensure reminders are sent for payment of membership fees	YES	Sent via Webmaster Supported Webmaster with queries on unpaid invoices Review all membership invoices before release.
Update the EMC about paid-up and outstanding membership fees	YES	Updated membership provided at EMC meeting. Updated membership list sent to COC to confirm the delegate fees.
Update the database of members	YES	Reconciled payments in bank statements. Made available to Webmaster to update membership database.

FINANCIAL MANAGEMENT

Key Performance Area	Addressed: Yes/No/Na	Remarks
Maintain an income and expense statement	YES	Available at EMC meeting and for Audit purposes
Keep proper financial records and files	YES	All documents filed accordingly
Maintain invoices for all payments due to SAACDHE	YES	As per SAACDHE Finance Guidelines
Pay Seed money to regions based on an updated strategic plan and income and expense statement	YES	Only paid to the VNW region hosting the 2022 conference.

Identify investment opportunities	YES	Maintained the StanLib investment
Provide financial statements at each meeting	YES	Updated statement for EMC
Ensure compliance with all banking requirements	YES	FICA compliant Need to update the change of office bearers and signatories after each AGM.
Update the change of signatories	NO	Outgoing and incoming EMC did not complete signatures after AGM.
Prepare the financial report and investment statements /evidence for the annual external audit	YES	Received an unqualified each financial year
Prepare budget for each financial cycle for presentation at AGM	YES	Presented to the AGM and included in the Annual Report
Motivate for deviations from the budget	YES	For special projects and meetings like the Strategic Planning
Allocate funds to RTD and make payments to regions on approved application for RTD funds	YES	No region accessed for this cycle, except for honorariums and CPD payments for MindCare
Ensure BBBEE certificate updated annually	YES	Application to KrugerInc for updated certificate
Update the Department of Social Development (DSD) on change in office bearers and provide updated Constitution	NO	Not as yet
Ensure that all monies received in the name of SAACDHE are banked accordingly	NO	No cash received for national account
Ensure that all claims pertaining to the business of SAACDHE are honoured	YES	Service providers and expense claims settled

ANNUAL GENERAL MEETING		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Ensure nominations are received timeously for the vacant office bearer posts on EMC	YES	PRL0 circulated 2 months before the AGM due to GMC meeting being held late in 2022
Ensure the preparation and completion of the voter's roll (based on paid-up membership fees)	YES	Voters Roll updated as per paid members on bank statement and will be utilised for the election process.
Ensure preparation of ballot papers for election to the EMC	YES	Secret Ballot will be used.
Identify an electoral officer for voting process	YES	Neutral persons identified at each conference including 2 counting and verification officers
Ensure all Constitutional amendments are motivated for and ratified at the AGM	YES	Identified at EMC Meeting and template updated
Provide fully audited financial statements at the AGM	YES	Copies made available to the AGM
Present the income and expense statement and provisional budget projections at the AGM	YES	Copies made available in the annual report and discussed with budget projections
ANNUAL CONFERENCE PLANNING		
Key Performance Area	Addressed: Yes/No/Na	Remarks
Advise COC on financial management processes (banking, invoicing, local and foreign payments)	YES	Finance processes made known to COC and available for email and telephonic advice
Conduct site visit and assess feasibility in terms of cost	NO	Conducted In June 2022
Ensure the availability of cheques for conference awards	NO	Cheques are now discontinued by the banks EFT payments are utilised.

Comments

A comprehensive narrative report, financial statement, budget projections and audited financials accompany this report.

Dr Saloschini Pillay

Financial Coordinator

6th September 2022

REGIONAL REPORTS

EASTERN CAPE REGION

REGIONAL CHAIRPERSON: CHRISTINE LEWIS

MEMBER INSTITUTIONS

- Rhodes University
- Nelson Mandela University
- University of South Africa
- Walter Sisulu University
- University of Fort Hare

REGIONAL ACTIVITIES

Regional annual meeting 2021

The Eastern Cape region hosted their regional meeting on the 8th of July 2021.

Attendance was very poor however, representation from all institutions were present at the meeting. The region invited **SADAG** to share their services with institutions. This was an informative discussion by Vanishaa Gordhan who oversees SADAG university support. The second session was a fruitful session facilitated by Boitumelo Boikhutso (Trauma Counsellor) from **ICAS** on the theme *Holistic Wellbeing and Digital Detox*.

Decisions taken at the meeting includes

- The current regional office bearers (Ms. Lewis, Chair and Ms. Msengana, administrator) need to step down. Another meeting will be hosted to elect new office bearers.
- To implement a CPD activity at our next meeting.

Regional annual meeting 2022

The Eastern Cape region hosted their regional meeting virtually on the 21 of July 2022.

- Attendance was very poor however, representation from the majority of institutions were present at the meeting.

- Nomination and Election of new office bearers proceed virtually. The EC region is proud to announce the appointment of Ms. Thobeka Msengana from the University of Forth Hare as the regional chair and Ms. Zinzisa Deliwe from Nelson Mandela University as the regional office administrator. We wish them all the best.

FINANCES

See attached financial update.

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the Regional Chairperson's profile as stipulated in the SAACDHE Constitution:

KEY PERFORMANCE AREA	ADRESSED: YES / NO / NA	REMARKS
Raise regional awareness; promote SAACDHE within region; canvas new members; facilitate communication and networking amongst regional members; contribute to the research goals of the association as directed by the EMC	Yes	Ongoing.
Contribute toward the SAACDHE Newsletters – regional news	N/A	No regional news
Contribute toward the Annual Report	Yes	Continuous
Organise training and developmental activities within the region	Yes	Regional CPD activity was implemented in 2021.
Organise regional meetings to discuss SAACDHE and institutional matters – including providing feedback to members regarding GMC and EMC (Executive Management Committee) decisions and activities	Yes	Ongoing
To represent the needs and the interests of the regional members at GMC level	Yes	
Ensure continuous communication/dialogue with all members	Yes	Obtain via email

of the region		
Manage and account for the finances of the region (may be co-opted to a treasurer)	Yes	
Provide assistance to other GMC members for specific tasks, as required	Yes	
Prepare and submit required regional reports and financial statements (before set deadlines) for: <ul style="list-style-type: none"> • GMC meetings (programme for the year and progress report) • Regional Annual General Meeting (AGM) prior to the Association's AGM • Annual Report • Others as required 	Yes	Ongoing.

CONCLUSION

Universities are still adjusting and finding the way forward and this contributes to poor attendance in online activities. The need to reignite the SAACDHE presence and significant role it has in SCCD needs to be revisited.

Compiled by

Christine Lewis

FREE STATE REGION

REGIONAL CHAIRPERSON: NICO VENTER

FOR THE DURATION OF 1 August 2021 to 31 July 2022 – Nico Venter

REGIONAL MEETINGS

Date	Venue	Agenda
February	SCD	Possible training opportunities at SCD Replacement for FS regional Chair

MEMBER INSTITUTIONS

- University of the Free State (UFS)

REGIONAL ACTIVITIES:

Staff Wellness Activities:

Dates	Status
Feb	Monthly Wellness activities for staff members.
March	
April	
May	
June	
July	
August	
September	
October	

New initiative

FINANCES:

Bank statement to be attached.

Balance of bank account as of 18th August 2022 is R7612.15



PRESENTATION ENQUIRY

INTERNAL USE ONLY

Account Number 9256067120
Customer Code SFSTATE031

STATEMENT FOR PERIOD 01/03/2022 TO 19/08/2022

Date	Transaction Description	Transaction Branch	Amount	Balance
03/04/2022	ADMIN FEE	LOCH LOGAN	0.00	8037.15
	ADMINISTRATION FEE		-85.00	7952.15
03/05/2022	ADMIN FEE	LOCH LOGAN	0.00	7952.15
	ADMINISTRATION FEE		-85.00	7867.15
03/06/2022	ADMIN FEE	LOCH LOGAN	0.00	7867.15
	ADMINISTRATION FEE		-85.00	7782.15
03/07/2022	ADMIN FEE	LOCH LOGAN	0.00	7782.15
	ADMINISTRATION FEE		-85.00	7697.15
03/08/2022	ADMIN FEE	LOCH LOGAN	0.00	7697.15
	ADMINISTRATION FEE		-85.00	7612.15

POST DATED ITEMS

Date	Transaction Description	Transaction Branch	Amount	Balance
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NO POSTDATED ITEMS DUE TODAY FOR THIS ACCOUNT

ACCRUED INTEREST AS AT 19/08/2022 : 0.00
ACCRUED BONUS AS AT 19/08/2022 : 0.00

End Of Enquiry

19/08/2022 08:36:05
Page 1 of 1

Overall objectives

- To facilitate regional implementation of the strategies outlined in clause 6 of the constitution.
- To co-ordinate regional activities.
- To present, promote and protect the needs and interests of the members within the specific region at the General Management Committee (GMC).

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the Regional Chairpersons' portfolio as stipulated in the SAACDHE Constitution:

NR	PORTFOLIO	ADRESSED: YES/NO/NA	REMARKS
1	The Regional Chairpersons should raise regional awareness - promote SAACDHE within region; canvas new members; facilitate communication and networking amongst regional members; contribute to the research goals of the association as directed by the EMC	Yes	Although other institutions were approached, no new members applied. CUT was keen to join, but due to personnel setbacks, that scrapped the conversation.
2	Contribute toward the SAACDHE Newsletters – regional news	No	
3	Contribute toward the Annual Report – regional reports	YES	
4	Organise training and developmental activities within the region	Yes	DSM 5 TR training Trauma counselling
5	Organise regional meetings to discuss SAACDHE and institutional matters – including providing feedback to members re GMC and EMC (Executive Management Committee) decisions and activities	YES	
6	To represent the needs and the interests of the regional members at GMC level	YES	
7	Ensure continuous communication/dialogue with all members of the region	YES	
8	Manage and account for the finances of the region	YES	

9	Provide assistance to other GMC members for specific tasks, as required	YES	
10	Prepare and submit required regional reports and financial statements (before set deadlines) for: 10.1 GMC meeting (programme for the year and progress report) 10.2 Annual General Meeting (AGM) 10.3 Annual Report 10.4 Others as required	YES	

CONCLUSION:

In conclusion, the Free State region still has only one member institution (UFS) and we continue to work on marketing and canvassing at other institutions to join the association. Central University of Technology were keen to join, but due to personnel setbacks, it wasn't discussed further. We also need to arrange for more training opportunities but planning of the conference took priority.

18th August 2022



Nico Venter

Regional Chairperson: Free State

GAUNOLANGA REGION

REGIONAL CHAIRPERSON: ANÉ CRAVEN

MEMBER INSTITUTIONS

Tshwane University of Technology	Ane Craven and Megan Fredericks
University of Pretoria	Zuleikha Ahmed and Hanle Kirckaldy
University of Witwatersrand	Anne Lunsy, Raj Naran and Shameen Naidoo
UNISA	Dr. Rossano Wells
University of Limpopo (INVITED)	Ms. Mandu Selepe and Ms. Mpho Monama

REGIONAL ACTIVITIES:

What	Who	When	Where	Objectives	Responsible parties
2022 CPD Webinar – SAACDHE Gaunolanga in collaboration with IGPAI (interest group at SIOPSA)	Any SAACDHE and non-SAACDHE members registered for the CPD event	26 October 2022	Online	Ethics webinar on various post-COVID mental health matters in industry and higher education. Target audience – psychometrists, counsellors, psychologists (various categories), social workers	Megan Fredericks & Ané Craven
2022 – Regional needs analysis conducted	Gaunolanga regional SAACDHE members	May – June 2022	Online	To determine preferred activities, modalities for activities, needs for topics to be presented.	Megan Fredericks & Ané Craven

GAUNOLANGA REGIONAL STRATEGIC PLAN 2022-2023 (to be finalised)

What	Who	When 2022	Where TBD	Topic TBD	Objectives	Responsible parties
SAACDHE Gaunolanga Regional Meeting	Ané Craven & Megan Fredericks				Regional meeting for Gaunolanga members	Ané Craven & Megan Fredericks

REGIONAL FINANCES:

The balance in our bank account as at 31 July 2022 was **R 5195.10**.



Customer Care: 0860 123 000
 Website: www.standardbank.co.za
 17 August 2022

Transactions

Account holder: SAACDHE GAUNOLANGA R
 Account: Plusplan Bus 41-436-521-6
 Transaction date range: 18 February 2022 - 17 August 2022
 Available balance: R5 195.10

Date	Description	In (R)	Out (R)	Bank fees (R)	Balance (R)
2022					
28 Feb	monthly management fee ## - monthly management fee		- 22.00		5 305.10
31 Mar	monthly management fee ## - monthly management fee		- 22.00		5 283.10
30 Apr	monthly management fee ## - monthly management fee		- 22.00		5 261.10
31 May	monthly management fee ## - monthly management fee		- 22.00		5 239.10
30 Jun	monthly management fee ## - monthly management fee		- 22.00		5 217.10
30 Jul	monthly management fee ## - monthly management fee		- 22.00		5 195.10
# These fees are zero rated ## These fees include VAT at the applicable prevailing rate in accordance with the VAT Act Please verify all transactions reflected on this statement and notify discrepancies to the Bank as soon as possible					

The Standard Bank of South Africa Limited (Reg. No. 1962/000733/06. Authorised financial services provider. VAT Reg No. 4100105461 Registered credit provider (NCRCP15). We subscribe to the Code of Banking Practice of the Banking Association South Africa and, for unresolved disputes, support resolution through the Ombudsman for Banking Services.

The Gaunolanga Region did not receive a stipend from the SAACDHE EMC during the financial years (01/08/2020-31/07/2022).

CONCLUSION

The Gaunolanga region has built on an online presence developed during 2021 and 2022 to date, and will continue to build on this for the next year. The region has identified a variety of possible events to host, based on the needs identified from a regional needs analysis conducted. An exciting event to extend the presence and reach of SAACDHE, is a collaborative CPD ethics webinar currently in development in collaboration with the IGPAl interest group at SIOPSA. Not only will this webinar address needs as identified, but will

create greater awareness of the important work that SAACDHE is doing amongst non- SAACDHE members. A second online webinar is being negotiated for February/March 2022.

Overall objectives

- To facilitate regional implementation of the strategies outlined in clause 6 of the constitution.
- To co-ordinate regional activities.
- To present, promote and protect the needs and interests of the members within the specific region at the General Management Committee (GMC).

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the Regional Chairperson’s portfolio as stipulated in the SAACDHE Constitution:

NR	PORTFOLIO	ADRESSED: YES/NO/NA	REMARKS
1	The Regional Chairpersons should raise regional awareness - promote SAACDHE within region; canvas new members; facilitate communication and networking amongst regional members; contribute to the research goals of the association as directed by the EMC	Yes	Done through regular e-mail communication and forwarding of relevant e-mails
2	Contribute toward the SAACDHE Newsletters – regional news	No - will follow with completion of CPD event	
3	Contribute toward the Annual Report – regional reports	Yes	
4	Organise training and developmental activities within the region	Yes	Planned for 26 October 2022.

5	Organise regional meetings to discuss SAACDHE and institutional matters – including providing feedback to members re GMC and EMC (Executive Management Committee) decisions and activities	No	Regional meeting was booked and set for November 2021. Unfortunately member calendars filled up and the meeting had to be
6	To represent the needs and the interests of the regional members at GMC level	Yes	
7	Ensure continuous communication/dialogue with all members of the region	Yes	
8	Manage and account for the finances of the region	Yes	
9	Provide assistance to other GMC members for specific tasks, as required	Yes	
10	Prepare and submit required regional reports and financial statements (before set deadlines) for: 10.1 GMC meeting (programme for the year and progress report) 10.2 Annual General Meeting (AGM) 10.3 Annual Report 10.4 Others as required	Yes	

[Ané Craven] [19/08/2022]

KWAZULU-NATAL REGION

REGIONAL CHAIRPERSON: SALOSCHINI PILLAY

MEMBER INSTITUTIONS

NO.	INSTITUTION	FEES PAID	TOTAL MEMBERS
1	University of KwaZulu-Natal	Paid	4
2	Durban University of Technology	Not paid	0
3	Mangosuthu University of Technology	Not Paid	4
4	University of South Africa - KZN	Not Paid	0
5	University of Zululand	Not Paid	0
TOTAL MEMBERS			8

REGIONAL ACTIVITIES

Regional Meetings

The Region hosted no contact meetings due to Covid -19 and the lockdown. It has been a challenge to bring together the KZN members as there are either delays or nil response to invitations to meetings from some regional institutions. Membership fees are paid very late, usually just before the annual conference or not paid at all. From August 2021 we only had 4 members from 1 Institution and a further 4 in July 2022 which impacts hosting an AGM with bona fide members for purposes of regional elections.

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the Regional Chairperson's KPA's and profile as stipulated in the SAACDHE Constitution:

KEY PERFORMANCE AREA	ADRESSED: YES / NO / NA	REMARKS
Raise regional awareness; promote SAACDHE within region; canvas new members; facilitate communication and networking amongst regional	YES	Mangosuthu University of Technology have applied for membership for the 3rd time. There is no response to any mails from Unizulu.

members; contribute to the research goals of the association as directed by the EMC		
Contribute toward the SAACDHE Newsletters – regional news	NO	No current news
Contribute toward the Annual Report	YES	Submitted
Organise training and developmental activities within the region	YES	Online national CPD activities offered
Organise regional meetings to discuss SAACDHE and institutional matters – including providing feedback to members regarding GMC and EMC (Executive Management Committee) decisions and activities	YES	Limited opportunity to meet. No contact meetings due to lockdown and no meeting in the current cycle
To represent the needs and the interests of the regional members at GMC level	YES	Attend GMC and represent KZN interests
Ensure continuous communication/dialogue with all members of the region	YES	Regular sharing of CPD activities and SAACDHE national news and membership application process to update their membership, shared updates on the 2022 conference and invited members to share availability for a regional meeting.
Manage and account for the finances of the region (may be co-opted to a treasurer)	YES	Regional finances are good. The 2017 conference profit to be reimbursed to the region.
Provide assistance to other GMC members for specific tasks, as required	YES	Support with conference hosting processes

<p>Prepare and submit required regional reports and financial statements (before set deadlines) for:</p> <ul style="list-style-type: none"> • GMC meetings (programme for the year and progress report) • Regional Annual General Meeting (AGM) prior to the Association's AGM • Annual Report • Others as required 	<p>YES</p>	<p>Reports and finance statements made available to the PRLO. The region has not hosted an AGM as yet as membership fees are paid very late in the year hence not sufficient bona fide members to form a meeting.</p> <p>Annual report submitted</p>
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FINANCES

The KZN Region 3-month bank statement is not attached. Last balance of **R21 730.46** as at 31st July 2022. Co -signatory has retired so account cannot be accessed, without a letter from her.

CONCLUSION

KZN is a very small region and due to the geographical distance, it is often difficult to meet on a regular basis. The restructuring at HEI, new models and structures for counselling, career and development services as well as and constrained institutional finances have impacted the uptake of membership. Lockdown due to the pandemic allowed for online meetings, but membership fees need to be paid for full benefits of SAACDHE.

Dr Saloschini Pillay

Acting KZN Regional Chair

VAAL NORTH-WEST REGION

REGIONAL CHAIRPERSON: MARIO CHAUQUE

MEMBER INSTITUTIONS

- North-West University Vaal campus (4 members)
- North-West University Potchefstroom campus (9 members)
- North-West University Mafikeng campus (6 members)
- Vaal University of Technology (6 members)

REGIONAL ACTIVITIES

Regional Meetings

07 February 2022

- First COC meeting to plan for the conference that include venues.
- The initial venues included **Gold reef city, Emerald and Sun City**.
- Deciding on the number of people to make up the COC.
- The meeting was held online.

11 March 2022

- COC meeting and venues site seeing.
- The venue we visited was Gold reef city as it fitted our theme (Digging deep).

17 March 2022

- Regional meeting hosted by the North-West University Potchefstroom campus
- CPD accredited presentation (From Vista Clinic) was organized.
- Lunch and socializing as a region

24 March 2022

- COC meeting and venue site seeing
- Another visit to confirm if the venue fit the conference needs (Gold reef City)
- The results were that the COC was not happy with the venue, and we had to start looking

for new possible venues again.

12 April 2022

- Meeting with the EMC regarding the preparation of the conference and venue presentation.
- This meeting was online.

19 May 2022

- Regional meeting hosted by Vaal University of Technology (VUT).
- Feedback and update on conference planning.
- Lunch and socializing as a region
- The meeting was face to face

15 June 2022

- Meeting with the EMC and COC at Maslow hotel Time square for update on the conference planning as well as EMC venue viewing.
- GMC meeting also took place on the date.

21 and 28 June 2022

- Weekly COC meeting on update of conference planning and abstract reviews
- The meeting took place virtually.

5, 19 and 26 July 2022

- Weekly COC meeting on update of conference planning and abstract reviews
- The meeting took place virtually.

29 July 2022

- Regional meeting to provide update on conference planning.
- The meeting was hosted virtually.

2, 16 and 23 August 2022

- Weekly COC meeting on update of conference planning and abstract reviews
- The meeting took place virtually.

10 August 2022

- Meeting with Discovery health discussing exhibition possibilities.
- The meeting was hosted virtually.

11 August 2022

- Regional meeting to provide update on conference planning.
- The meeting was hosted virtually.

17 August 2022

- Meeting with EMC
- The meeting was hosted virtually.

18 August 2022

- Weekly COC meeting, this was to do a checklist and ensure that everything is in place. This meeting was held face to face at the NWU Vaal campus.
- Meeting with the President elect to provide update regarding the conference (the abstracts and the program).
- The meeting took place virtually.

30 August 2022

- Final visit to the venue by COC (checklist at the venue that everything is in place)

2 September 2022

- Regional meeting to provide update on conference planning.
- The meeting was hosted virtually

Below follows a breakdown, with brief remarks, of the detailed requirements regarding the Regional Chairperson's profile as stipulated in the SAACDHE Constitution:

KEY PERFORMANCE AREA	ADDRESSED: YES / NO / NA	REMARKS
Raise regional awareness; promote SAACDHE within region; canvas new members; facilitate communication and networking amongst regional members; contribute to the research goals of the association as directed by the EMC	Yes	Regular email communication and clearly communicated meeting schedule. Regular COC meeting and regional meeting to provide an update on conference planning.
Contribute toward the SAACDHE Newsletters – regional news	Yes	One member of our region have been sending information regarding some of the activities that took place in our region. We also provided information regarding the conference on the website.
Contribute toward the Annual Report	Yes	
Organise training and developmental activities within the region	Yes	Regular CPD Discussion opportunities. Circulating any information regarding online CPD to ensure members do get the information. This year we only held one CPD accredited opportunity due to conference planning.

Organise regional meetings to discuss SAACDHE and institutional matters – including providing feedback to members regarding GMC and EMC (Executive Management Committee) decisions and activities	Yes	This year we had a lot of meetings as COC as well as regional meeting to provide feedback.
To represent the needs and the interests of the regional members at GMC level	Yes	Quarterly regional meeting.
Ensure continuous communication/dialogue with all members of the region	Yes	Email as a form of communication. WhatsApp group.
Manage and account for the finances of the region (may be co-opted to a treasurer)	Yes	With the assistance of the finance coordinator, Mrs Retlotlilwe Mtimkhulu (NWU Vaal) As well as Mrs Bianca Brits from VUT
Provide assistance to other GMC members for specific tasks, as required	Yes	Advertising events hosted by other regions amongst members
Prepare and submit required regional reports and financial statements (before set deadlines) for: <ul style="list-style-type: none"> • GMC meetings (programme for the year and progress report) • Regional Annual General Meeting (AGM) prior to the Association's AGM • Annual Report • Others as required 	Yes	This is an indication of the region taking responsibility to submit reports.

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FINANCES

The region finance was used for the planning committee.

CONCLUSION

The year 2022 was a great year as we welcomed normality back. We were able to plan face to face meetings and invited a presenter from Vista clinic and this was refreshing for our members. The opportunity to plan the first face to face conference came as a huge responsibility but with the great team we were ready for the challenge. Arranging meetings, looking for venues and choosing the best and affordable venue was another challenge. Looking for sponsorship, gifts, arranging delegates goodie bags. There was so much with a very limited time. At the same time, we still needed to arrange regional meetings and CPD accredited presenters.

Mario Chauque

Regional Chairperson: Vaal North-West

CONCLUSION: Back to the new normal

The year 2022 was a strange and oddly a familiar one. As COVID-19 restrictions were eased and things slowly returned to what used to feel normal, many of us found ourselves struggling to adjust. Student Counselling and Development Centers across the country were given the responsibility to assist our students, clients, colleagues and community to re-adjust to the new normal. Although this was not easy, we raised to the challenge and were able to provide the necessary support needed. The EMC and the GMC reports indicate that there is still an adjustment to the new normal. The new normal includes virtual meetings as a means of connecting, while also still being able to have more human interactions face to face. This speaks to how we are relearning how to operate SAACDHE. We have transitioned from working-from-home to working in the office. This year brings the excitement of an in person face to face conference. The EMC and GMC reports are testament that we have all worked hard to ensure that our members continue to gain in knowledge and still feel that they are connected to the SAACDHE family through both virtual and in person means.