

What you need to know about SSAI and Annual Spring District/Region Meetings

Saskatchewan Seniors Association Inc. (SSAI) is a provincial organization with a long history of advocating for seniors. The network of this organization brings together seniors from across the province and provides a stronger voice. Our constitution mentions that when SSAI was formed in 1981, it had a membership of over 25,000 seniors. In 2016, paid memberships equated to ~4,200 members from 110 clubs. The COVID pandemic really affected seniors clubs all across the province. Our SSAI membership dipped to 2,300 from 68 clubs in 2021 and has been steadily increasing again – as of Feb 2024, we are currently at just over 3,000 members from 85 clubs.

The organization relies on representation from across the province. Members and clubs should meet annually in their districts to elect a coordinator and within their region to elect a director. Coordinators and Directors are invited to attend provincial meetings (Regional Directors have a vote at the SSAI board table). SSAI hosts an annual convention – all are welcome to attend. SSAI clubs forward resolutions to be discussed at convention. Resolutions that are passed at convention are acted on - i.e. advocating with MLAs and MPs. The convention features speakers and presentations on a wide variety of topics of interest to seniors and provides an opportunity for members to network.

SSAI has been contacted by media to speak about various issues of concern to seniors. There is a need for SSAI to have representatives who are willing to speak to media on these issues. This is an opportunity for seniors to fill leadership roles and have their voice amplified by being involved in a provincial organization representing the interests of seniors.

As a provincial organization, SSAI has been approached by funding agencies to provide programming for seniors. Because SSAI is limited in our capacity to provide for seniors across the province we rely on our connections to clubs and with our coordinators and directors. Funding has been provided to SSAI member clubs who were able to create programs/workshops within their own communities.

Also, with respect to funding, SSAI has provided letters of support for seniors clubs to apply for their own funding applications and this has contributed to their success.

SSAI has also been running the annual raffle ticket fundraiser. SSAI covers the cost of printing the raffle tickets and the cost of the prizes. Clubs can choose to sell raffle tickets as a fundraiser for their club. Clubs receive half of the proceeds from their ticket sales (i.e. Tickets are \$2 each and clubs will receive \$1 for each ticket they sell). Last year 47 clubs sold raffle tickets and raised over \$7340 for clubs and \$7340 for SSAI.

SSAI also networks with Saskatchewan Seniors Mechanism (SSM). We receive funding from SSM to assist with our communications with seniors across the province. Our SSAI newsletter is printed/distributed in the SSM quarterly publication Gray Matters.

SSAI is also a member of NPF (National Pensioners Federation). We try to send representatives and delegates to their meetings and national conventions to advocate for seniors at the federal level.

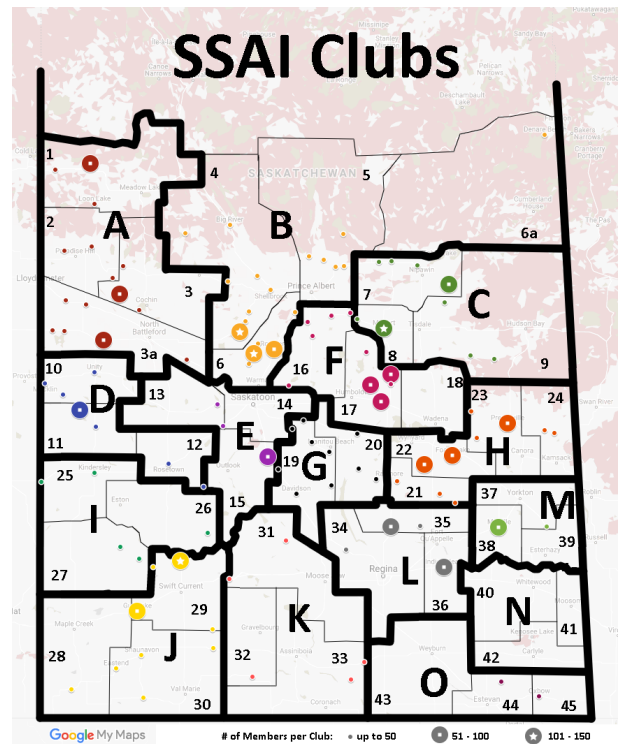
The network of this organization provides clubs who are struggling with a way to find support and ideas from clubs that are thriving. The isolation in rural Saskatchewan can be overcome by networking with seniors and clubs in neighboring communities.

SSAI provides an opportunity for seniors from across the province to network and amplify their voice. The organization will only be as strong as the membership, and it functions because of the seniors who are active in leadership roles. It's really the members that hold the power to get involved, volunteer, and elect representatives to actively engage at the provincial and national level to speak/act on matters that concern seniors. It is the SSAI executive board with regional representatives that steers the direction and actions of this provincial organization.

Saskatchewan Seniors Association Inc. as an organization provides opportunity for seniors to take on leadership roles to advocate for seniors and plan events & activities.

A Coordinator represents seniors in each of the **47 numbered districts** and is elected at a district annual meeting. A Director from each of the 15 **Regions (A-O)** will be elected at the respective regional meeting. Coordinators and Directors are invited to attend the SSAI provincial board meetings to ensure that seniors from across the province are represented. Regional Directors are voting members on the SSAI provincial executive board.

It is important to host annual district and regional meetings to network with others in your area and to elect district coordinators and regional directors to strengthen this organization. Ideally, these annual meetings are held in the spring (April/May) before the annual SSAI convention: June 12 – 13, 2024 at Heritage Inn Saskatoon.



Clubs/Coordinator within a numbered District organize/host an annual district meeting.

SSAI members may attend their local annual district meeting, vote, and run for election of a Coordinator. If there are no clubs in a District, there will be no meeting, therefore no Coordinator for that district.

Clubs/Coordinators/Director within a Region (A-O) organize/host an annual regional meeting.

SSAI members may attend their local regional meeting, vote, and run for election of a Regional Director.

*Note in some cases, the District and Regional meetings may be combined into one event on the same day in one location. Ensure that attendees break up into groups based on their District and vote to elect a Coordinator for their local district. And then as a larger group elect a regional director.

*Note: historically the Director was selected from the pool of elected Coordinators in the Region. However, to encourage more people to get involved, any member within the region can be nominated for the Director position; a person may act as district coordinator and region director if necessary.

Boundaries will be flexible enough to accommodate necessary changes. If a club wishes to move to a different district or region, a letter stating the intent must be submitted to the SSAI Executive board.

District Coordinators – elected annually in the District at a District Annual Meeting for a 1-year term; shall communicate with and report to: clubs in their district, regional director, and provincial SSAI; shall assist clubs in identifying local problems and possible solutions; invited to attend SSAI provincial meetings (not eligible to vote) and convention; shall assist with planning next annual district meeting.

Region Directors – elected annually in the Region for a 1-year term; shall attend SSAI executive board meetings (eligible to vote) and convention; shall act as a liaison between the provincial association (SSAI), the district coordinators, and clubs/members within their region; shall sit on committees of the Association and help with SSAI functions; shall assist with planning annual region/district meetings.

*Note: SSAI Executive board typically meets at convention, in the fall for an in-person meeting, 2-3 times through the winter months by telephone/dialpad, and in the spring for an in-person meeting. If funds are available, Directors and Coordinators may be compensated for mileage and other expenses.

These are intended to be guidelines. What works best for one club/area may not work in all areas.

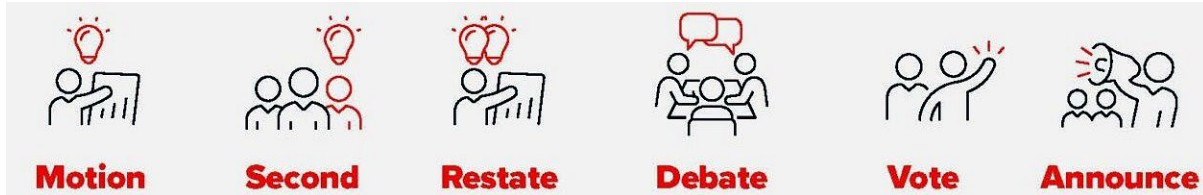
- contact the SSAI Secretary/Treasurer for an updated list of member club contact information
email: info@saskseniors.com mail: Box 455, Vanscoy, SK S0L3J0 phone: 306-493-3023 (no texts)
 - select a club to host that is central for everyone, or clubs may decide it's better to take turns hosting
 - depending on the number of clubs in your area, it might make sense to host district and region meetings separately, or to combine into one meeting.
 - Decide who will plan the event: the incumbent coordinator/director, a club, or a subcommittee
 - plan/distribute the details for your meeting: Date, Time, Location, who will attend, who to contact for more information and to RSVP (telephone, email, mail, posters, social media, word-of-mouth)
 - invite clubs to prepare a report to present at the meeting or to be read in their absence.
 - ask clubs/members to RSVP so you can predict/plan for the number of people who will attend
- Sign in sheet** to record attendance (Name, address, phone, email) SSAI member or Guest
 - Optional: Door prizes

Proposed Agenda:

- Call to order & Welcome
- Nominate/elect or ask for volunteer meeting **chairperson**
- Nominate/elect or ask for volunteer meeting **secretary** to count the people in the room, record **minutes** (minutes will be distributed after the meeting to all clubs in attendance, and to the SSAI provincial secretary/treasurer for archiving)
- Present/Approve the **Agenda**
- Introductions – information/questions about SSAI
- Minutes from previous annual meeting if applicable/available
- Business arising from the minutes
- Correspondence
- Reports** from each club (i.e. # of members, events, activities, successes, struggles, etc.)
- Reports from District Coordinators and/or Regional Director
- Roundtable** discussion – allow each person an opportunity to speak to share information, provide feedback, or ask questions.
- Unfinished business
- Optional: guest presentations/speakers on topics of interest to members
- Optional: serve food/beverages (minimal \$ charge per person for lunch or ask for donations to cover expenses associated with hosting this event)
- Allocate time for Body Breaks, time for socializing and networking.
- New Business:
 - Nominations and **Elections: District Coordinator and Regional Director** positions are only for 1 year term. An election must be held every year at the annual district/regional meeting. Incumbent coordinator/director is eligible for nomination.
 - **Resolutions** – Moving, seconding, discussion, and vote to adopt or reject each proposed resolution; adopted resolutions will be forwarded to SSAI for discussion at the SSAI Convention.
 - Decide on location (club/community) to host **next annual district/regional meeting**
- Any other business
- Announcements (SSAI annual convention information)
- Adjournment

Running meetings in an orderly manner can be difficult and Robert's Rules of order exist to solve problems. The Chairperson oversees enforcing rules of order and running things smoothly.

Here are some guidelines:



MOTION: A member stands or raises a hand to signal the chairperson. The chairperson acknowledges the member to speak. The member says their name and where they are from before proceeding to state their motion.

SECOND: Another member stands or raises a hand to signal the chairperson. The chairperson acknowledges the member to speak. The member states their name and where they are from before stating "I second that motion."

RESTATE: the chairperson restates the motion.

DEBATE: The members debate the motion.

VOTE: The chairperson restates the motion, then asks for those in favor of the motion to raise their hands (count); then asks for those in opposition of the motion to raise their hands (count).

ANNOUNCE: The chairperson announces the result of the vote.

TIP: If people are in obvious agreement, the chairperson may save time by stating, "**If there is no objection, we will adopt the motion to...**" and wait for any objections. Follow this with, "**Hearing no objections, (state the motion) is adopted,**" and state any instructions.

If a member objects, first ask for a debate, then vote, and announce the vote.



Chair: Explains the responsibilities of the coordinator/director position. "**Nominations are now open for the position of _____. Are there any nominations from the floor?**"

From the floor (membership): Any member can nominate individuals. Nominations do not require a second. A member will stand or raise their hand to be acknowledged by the chair, then state their own name and where they are from before saying: "**I nominate _____.**"

The chairperson will ask the nominee if they accept the nomination.

"Are there any other nominations?" (usually repeated 3x)

[silence] "**Hearing no further nominations, nominations for the position of _____ are now closed.**"

If there is more than one candidate nominated, then it is acceptable to provide an opportunity for each candidate to speak briefly to introduce themselves, **restating the list of nominees**, and asking the members to **vote** by paper ballot. If there is only one person nominated, the chair can waive the need for a ballot. The chair will **announce** the winner.

CALL FOR RESOLUTIONS

Resolutions are very important to SSAI as an organization. The resolutions enable us to develop policy and advocacy in addressing Seniors' Issues. It is through this process that the members are engaged and actively involved in the organization.

One of the most important functions of SSAI is the acceptance of resolutions for the annual convention from clubs, districts, and regions so that briefs can be compiled and sent to the various government agencies and departments for their consideration.

HOW TO PREPARE RESOLUTIONS

Prepare the resolution as follows...

Be it Resolved: What you want to accomplish with the resolution. – be clear, succinct and give concrete direction for specific actions.

Background: the circumstances and background information for your resolution

Arguments: the reasons/justifications for your resolution

NOTE: Resolutions must be accepted and passed at a meeting (at the level of club, district, or region).

Resolutions may be submitted by:

- individual clubs [signed by president and secretary]; or
- districts as a whole; [signed by coordinator of district]; or
- regions as a whole [signed by director of region].

Clubs submitting resolutions on their own **do not** require their resolutions to be accepted and passed at a district or region meeting.

Please submit your resolutions as soon as possible by mail or email (no later than May 31st, 2024).

Shannon Wright

SSAI Secretary/Treasurer

Phone: 306-493-3023

Email: info@saskseniors.com

Mail: Saskatchewan Seniors' Association Inc., Box 455, Vanscoy, SK S0L 3J0

The submitted resolutions will be posted on our website saskseniors.com prior to convention.

A printed copy of the resolutions will be available at the convention for all voting delegates. Results of the resolutions will be published on our website after the convention.

Thanks for taking the time to participate in this process, -- SSAI Resolutions Committee

SASKATCHEWAN SENIORS ASSOCIATION INC.

Resolution Form

BE IT RESOLVED: _____

BACKGROUND: _____

ARGUMENTS: _____

MOVED BY _____

SECONDED BY _____

NAME OF CLUB _____

DISTRICT _____ REGION _____

CONTACT Phone/Email _____

SIGNATURE _____ POSITION _____

SIGNATURE _____ POSITION _____

DATE _____

(Only one resolution per form please)