

AMRAPALI SAPPHIRE PHASE II APARTMENT OWNERS ASSOCIATION

Sector -45, Noida (U.P.)
(Registration No. GBN/01083/2019-2020, Under Societies Registration Act 1860)
Email: asp2jws@gmail.com, Phone: 0120-4245444, 0120-4245666

Ref. Sr.Citizen/SOP/PRE-13

Dated 08.09.2024

Standard Operating Procedure (SOP) for Senior Citizen Welfare Committee

1. Objective

To enhance the quality of life, dignity, and well-being of older adults in the Amrapali Sapphire Phase 2 community by recommending and implementing actions through the Apartment Owners Association (AOA) Board of Management (BOM).

2. Scope and Responsibilities

The committee's responsibilities encompass:

- Health & Well-being
- Social Engagement
- Safety & Security
- Emergency medical help & support
- Other related issues with prior written approval from the BOM

3. Meeting Protocol

- **Frequency:** At least once a month, with additional meetings as required
- **Notification:** 48 hours advance notice for meetings
- **Quorum:** 1/3rd of committee strength (including Convener and Co-convener)
- **Minutes:** Recorded and shared within 3 days of the meeting
- **Rescheduling:** If more than 25% of members have reservations or quorum isn't met
- **Advisor Participation:** Advisors to be invited and their views captured in minutes
- **BOM Coordination:** Designated BOM Coordinator to be included in communications

4. Decision-Making Process

- Decisions made by majority of committee strength
- Voting in case of split views
- BOM has deciding vote in case of a tie

5. Budgeting and Financial Management

- Annual budget proposal to be submitted to BOM
- All expenses require pre-approval from BOM and must be documented

6. Reporting and Documentation

- Dr A. K. Gupta will be the coordinator between the Committee and the Board
- Monthly reports to be submitted to BOM
- Convener to maintain records of all activities and communications
- Coordinate with designated BOM member for information/document requests

7. Code of Conduct

- Act in the community's best interest
- Maintain transparency and professionalism
- Disclose conflicts of interest
- Protect resident data and confidentiality
- Obtain BOM approval before sharing information publicly

8. Conflict Resolution

- Internal disputes to be resolved through discussion and consensus
- Unresolved issues to be escalated to BOM for final decision

9. Welfare Measures

The committee shall focus on implementing the following welfare measures:

Health and Well-being

- Organize regular health check-up camps
- Arrange for visiting doctors or tie-ups with nearby hospitals
- Conduct wellness workshops (e.g., yoga, meditation)
- Create a directory of emergency contacts and nearby medical facilities

Social Engagement

- Plan social gatherings and cultural events
- Organize hobby clubs (e.g., book club, gardening club)
- Facilitate intergenerational activities with younger residents
- Arrange educational talks or workshops on topics of interest

Safety and Security

- Conduct safety audits of common areas
- Recommend safety modifications for apartments (e.g., grab bars, non-slip mats)
- Create an emergency response system for senior residents
- Organize self-defense or personal safety workshops

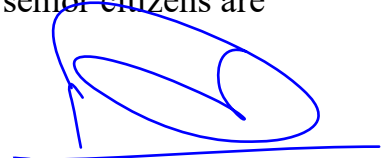
Support Services

- Establish a volunteer network for assistance with daily tasks
- Provide information on government schemes and benefits for senior citizens
- Assist with technology adoption (e.g., smartphone usage, online services)
- Create a helpline or support group for emotional well-being

Advocacy

- Represent senior citizens' interests in community decision-making
- Propose age-friendly improvements to community infrastructure
- Liaise with local authorities for better services for seniors

The committee shall work closely with the AOA BOM to implement these welfare measures, ensuring that the needs and concerns of senior citizens are adequately addressed within the community.



8.9.24

(DPS RAJESH)

PRESIDENT