



Sovereign Order Of  
ST. JOHN OF JERUSALE  
Knights Hospitaller

**Almoner Committee Work Plan 2021**

Updated: March 1, 2021

	Priority	Activity	Lead	Deadline	Status	Comments
<b>January 2021</b>						
	Med	Review Terms of Reference	John + Susan	28-Feb	99%	
	Med	Confirm SOP for all grants	Susan	31-Jan	50%	Small grant SOP completed. Medium and large to be developed.
<b>February 2021</b>						
	Hi	BC Safety and Quality Council Forum 2021 presentation submission	Susan	11-Feb	100%	February 24 to 25, 2021.
	Med	Review Harvey Matrix Tool	John	28-Feb	100%	Aligned with three strategic priorities.
	Hi	Website refresh—grants to reflect new SOP	Sarah	28-Feb	0%	Coordinate conversation with Sarah and Steve.
<b>March 2021</b>						
	Med	Review standardized MOA and MOUs	Deborah	31-May	0%	
	Hi	Review grant applications	All	10-Mar	3%	
<b>April 2021</b>						
	Hi	Provincial Webinar				
	Hi	AGM report and presentation	All	15-Apr	20%	
	Hi	AGM	All	22-Apr	0%	
<b>May 2021</b>						
	Med	Almoner Committee Manual	Susan + Jennifer	30-Jun	50%	
	Med	Provincial webinar with reports from medium and Large grant recipients	Susan/Johns	15-Sep	20%	
<b>June 2021</b>						
	Hi	Review grant applications	All	9-Jun	0%	
	Med	Membership survey re priority of projects	TBD	1-Sep	0%	
<b>July 2021</b>						
	Med	Develop orientation manual for new recruits	Jennifer	30-Sep	0%	
<b>August 2021</b>						
<b>September 2021</b>						
	Hi	Review grant applications	All	8-Sep	0%	
	Low	Planning for Hike for Hospice 2022	TBD	April 2022	0%	
	Med	Continuation of mission, vision, and development of values	John	31-Oct	0%	
<b>October 2021</b>						
<b>November 2021</b>						
<b>December 2021</b>						



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	Hi	Review grant applications	All	08-Dec	0%	