

FINNLEMM REGULATED NON-WDT-SACCO SOCIETY LIMITED

NOMINATION APPLICATION FORM FOR ELECTION TO THE FINNLEMM SACCO BOARD OF DIRECTORS

Note: Kindly fill and submit the nomination forms to the office of the CEO by Tuesday, 10th January 2023 attaching all the required documents as detailed in Appendix 2.

1. MEMBER'S DETAILS

Nominee Name	
Mobile phone Number	
Email address	
Member Number	
Contact address	
Date of joining Sacco	
Date of birth	
Total deposits at application date	
Total loans at application date	

2. QUALIFICATIONS

Highest Academic Qualifications <i>(Attach copies of certificates)</i>	
Highest Professional Qualifications <i>(Attach copies of certificates)</i>	
Any other qualifications/ training <i>(Attach copies of certificates/testimonials)</i>	

3. FOR THOSE IN FORMAL EMPLOYMENT

Current Employer/ Organization	
Terms of employment	
Expiry date <i>(if contract)</i>	
Position held in current employment	
Department/Section	
Employer telephone number	
Employer email address	
Other organizations you have worked for	

4. FOR THOSE SELF-EMPLOYED OR IN BUSINESS

Company/Business Name <i>(If registered, attach certificate of registration)</i>	
Nature of Business <i>(Describe what the business is about and estimated income per month/year)</i>	
Position held in the company/business	
Any other subsidiary businesses <i>(estimated monthly/annual income)</i>	

5. LEADERSHIP POSITIONS HELD

Have you ever served in this or other similar position before? (YES/NO)

If yes, specify the Sacco or organization, position held, years of service and achievements

Name of Organization	Position held	From	To	Achievements

6. Briefly explain what you will bring on board detailing your strengths and area of expertise (attach a separate page)
7. Have you ever faced any disciplinary action including suspension and/or expulsion while serving in this or similar position before? (YES/NO)
If yes, kindly provide the details.....
8. Will you have sufficient time to attend to Finnlemm Sacco activities? (YES/NO).....

9. Declaration/Authorization

I the undersigned hereby declare that the information provided above is true to the best of my knowledge. I accept and authorize publication of my personal profile by the Sacco for the knowledge of the membership when elected on the Board. I also understand that my obligations with and related party dealings in the Sacco shall be disclosed to the members annually without the Sacco seeking my approval. I also confirm that I have read, understood and agree to be bound by the Co-operative Societies Act, Sacco Societies Act, Rules, Regulations, Sacco Bylaws, Sacco policies and rules governing the nominations and election procedures in Finnlemm Sacco.

Name.....

Signature..... Date.....

Endorsement

We, the below listed members of Finnlemm Sacco wish to endorse the candidature of for the position of **member of the Board of Directors.**

		Name	Member No.	Signature
1.	Proposer			
2.	Secunder			

Employer witness (for those in formal employment)

I Job Title.....
do hereby confirm that is an employee of in the
Department/Section and that he/she is fit and proper to hold the office of a Board of Director member on the Finnlemm Sacco board.

Signature..... Date

Rubber Stamp.....

Appendix 1

Eligibility to be elected to the Board of Directors

The candidate must meet the following eligibility requirements:

- a) Must be an active member of the Society (regularly contributing monthly deposits) and in good standing for not less than two (2) years prior to the elections.
- b) Must be above 18 years old.
- c) Must have minimum deposits of Kshs 500,000
- d) Has not defaulted on the repayment of loan(s) in the last two (2) years and has favorable listing status with licensed Credit Reference Bureau.
- e) Must not be a Board member or a Supervisory Committee member in any other Sacco Societies with similar objectives.
- f) Must be a law-abiding citizen who has never been convicted of any offense involving dishonesty or sentenced to imprisonment for a term exceeding three months in the last preceding five years.
- g) Has never been *adversely* mentioned by the Commissioner or Authority in an Inquiry Report for mismanagement or corrupt practices while a member of a Board or Supervisory Committee of any Sacco.
- h) Has never been convicted of any offence under the Co-operatives Societies Act Cap 490, Rules and Regulations.
- i) Must not be from the same organization of any other member currently serving in the Board of Directors or the Supervisory Committee;
- j) Must demonstrate and have proven record of accomplishment in leadership and management skills;
- k) Must not be an employee or an official of another Sacco;
- l) Must not be receiving any remuneration, salary, or any other payment from the Sacco save in accordance with the law;
- m) Must not be bankrupt or of unsound mind;
- n) Must be of good character and unquestionable integrity;
- o) Must not be having a criminal case pending in court;
- p) Must not be having any litigation in a court of law against the Sacco or the Sacco must not be having any litigation against the member in a court of law.
- q) Must meet the criteria set by the nominating committee from time to time.
- r) A serving board member can only be eligible for election to the Supervisory Committee upon completion of the 3-year term but after a break of one (1) year.
- s) A serving Supervisory Committee member can only be eligible for election to the Board of Directors upon completion of the 3-year term but after a break of one (1) year.

Appendix 2

Candidates Application requirements

Any member of the Sacco who is eligible to contest as a Board of Directors member and who meets the set criteria shall forward the following to the office of the CEO (in a sealed envelope) addressed to the Nomination/Vetting Committee:

- (i) Dully filled nomination form
- (ii) Copy of the national ID card or valid passport
- (iii) Current certificate of good conduct/police clearance certificate
- (iv) Current KRA Tax compliance certificate
- (v) HELB clearance certificate
- (vi) Credit Reference Bureau Certificate
- (vii) Updated Curriculum Vitae
- (viii) Copies of academic and professional certificates and testimonials.
- (ix) Certified copy of the vying candidate's Finnlemm Sacco member statement for the preceding twenty-four (24) months.

Appendix 3

The Role of The Board of Directors

The Board of Directors shall be the Governing Authority and subject to any directions from a General Meeting, it shall direct the affairs of the Society.

The board of directors shall exercise prudence and diligence of and shall be held, jointly and severally liable for any loss occasioned by their actions which are contrary to the Act, Regulations, guidelines and directives of the Authority, Co-operative Societies Act and rules, bylaws or the direction of any general meeting of the Sacco society or any other applicable law.

The board of directors shall:

- (a) Enter into contracts;
- (b) Institute and defend suits and other legal proceedings brought in the name of or against the co-operative society;
- (c) Do all other things necessary to achieve the objects of the co-operative society in accordance with its by-laws.

- (d) Ensure that management maintains proper and accurate records that reflect the true and fair position of the Sacco society's financial condition;
- (e) Safeguard the assets of the Sacco society;
- (f) Ensure the business of the Sacco society is conducted in accordance with its by-laws and any other resolutions made within the confines of the law and regulations;
- (g) Ensure that the Sacco society functions effectively and that an adequate and effective internal controls and risk management system is in place consisting of appropriate policies including human resource policy, credit policy, investment policy, savings policy, liquidity policy, information preservation policy, dividend policy, electoral and vetting policy and risk management framework;
- (h) Ensure that the Sacco society makes adequate provisions for known and probable losses likely to occur as required by these Regulations;
- (i) Ensure that the Sacco society maintains a positive image within the industry and the economy as a whole;
- (j) Develop and approve the terms of reference of various of committees of the Board;
- (k) Be responsible to the members for the preparation and publication of the Sacco society's annual audited financial statements which shall be presented at an annual general meeting held not later than four months after the end of a financial year,
- (l) Ensure effective co-ordination of the internal and external audit functions;
- (m) Monitor the external auditor's independence and objectivity, taking into consideration the external auditor's relevant professional, capacity and regulatory requirements;
- (n) Recommend three names of external auditors to the annual general meeting;
- (o) Review with external auditors the scope of the annual audit plan, systems of internal audit reports, assistance given by management to the auditors and any findings and actions taken and determine auditor's remuneration;
- (p) Develop and approve a board charter to guide the activities and operations of the board and its committees;
- (q) Ensure that the board keeps and maintains a true and accurate record of the minutes of the meeting of the board and the board committees.