



Verona Huruma
sacco

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

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)*

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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 Verona Huruma 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, Rules, Regulations, Sacco Bylaws, Sacco policies and rules governing the nominations and election procedures in Verona Huruma Sacco.

Name.....

Signature.....**Date**.....

Witnesses

We, the below listed members of Verona Huruma Sacco wish to witness the candidature of for the position of **member of the Board of Directors**.

	Name	MNo.	Mobile Phone No.	Signature
1.				
2.				
3.				

Employer witness (for those in formal employment)

IJob 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 Verona Huruma Sacco board.

Signature.....Date.....Rubber Stamp

Eligibility to be elected to the Board of Directors

No person shall be eligible for membership to the Management Committee of the Society if he/she:-

- a. Is not a practicing catholic;

- b. Has been a member of the Society for less than three (3) years;
- c. Has deposits with the Society whose total is less than Kshs.360,000/=;
- d. Is under eighteen years of age;
- e. Does not possess basic knowledge of accounts, law or entrepreneurship;
- f. Receives any remuneration, salary or other payments from the Society save as in accordance with this Act;
- g. Is a committee member in two other societies;
- h. Lends money to the Society on own account;
- i. Is of unsound mind;
- j. Has been convicted of any offence involving dishonesty or is sentenced to imprisonment for a term exceeding six months;
- k. Has been convicted of any offence under the Act or Rules.
- l. Has any uncleared debt owing to the Society at the end of its financial year other than in respect of a loan granted under the provision of any regulations made under the Act;
- m. Is a person against whom any amount of money is due under a decree, decision or order or pending recovery under the Act;
- n. Has failed and/or previously failed to submit their wealth declaration forms to the Commissioner within 30 days of being elected to the Management Committee; or
- o. Has failed and/or previously failed to provide an indemnity to the Commissioner within 14 days of being elected to the Management Committee.

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 (*where you have applied and the certificate is not yet out, attach copy of official receipt/notification*)
- iv. Current EACC clearance certificate
- v. Current KRA Tax compliance certificate
- vi. Current CRB clearance certificate
- vii. HELB clearance certificate
- viii. Updated Curriculum Vitae
- ix. Copies of academic and professional certificates and testimonials.

The Role of the Board of Directors

The Management Committee of the Society shall, subject to any directions from the General Meeting, generally direct the affairs of the Society. Its procedures, powers and duties shall be as prescribed by the Act, Rules and these by-laws. In particular, the Management Committee shall:

- a. Observe in all its transactions the Act, the Rules, these by-laws and prudent business practices.
- b. Formulate, review and/or recommend amendments to the Society's code of conduct for good governance.
- c. Act upon all applications for membership.
- d. Make provision for sufficient funds for loans to members.
- e. Ensure that true and accurate records and accounts of the Society's money, properties, capital reserves,
- f. liabilities, income and expenditure are kept and maintained;
- g. Prepare and develop long term management plans and budgets for presentation at the General Meeting;
- h. Propose to the General Meeting the amount and kind of surety bond, or other security, which shall be given by the member of the committee or employee having custody of or handling funds or property of the society;
- i. Determine and recommend to the General Meeting the interest rates on loans, the maximum maturities and terms of payment or amortization of loans from time to time and the maximum amounts that may be loaned with or without security to any member;
- j. Cause the audited accounts of the Society to be displayed in a conspicuous place at the Society's registered office and branches at least two weeks before presentation of accounts to its members at the General Meeting;
- k. Lay before the General Meeting audited accounts, together with proposals for the disposal of net surplus, if any;
- l. Recommend to the General Meeting the dividend rate to be paid on shares, if any, and interest to be paid on deposits;
- m. Fill through co-option the vacancies occurring in the Management Committee between General Meetings;
- n. Recommend investments of the Society;
- o. Authorize the conveyance of properties;
- p. Authorize borrowing and lending operations of the Society in accordance to the Act, Rules and all applicable laws;
- q. Designate a depository or depositories for the funds of the Society;
- r. Employ and fix the remuneration of the employees in accordance with the terms and conditions of service as approved by the Commissioner;
- s. Impose fines as provided for under these by-laws;
- t. Approve transfer of shares;
- u. Supervise the recovery and collection of loans from members and recommend to the General Meeting the write-off of bad debts.
- v. Perform or authorize any actions consistent with the Act, the Rules and these by-laws, unless specifically reserved for the General