



## Kenya Girl Guides Association

Arboretum Road, Off State House Rd

P. O. Box 40004 – 00100

Nairobi, Kenya

Tel: 0701918212, 0715579016

Email: [info@kgga.co.ke](mailto:info@kgga.co.ke) | Website: [www.kgga.co.ke](http://www.kgga.co.ke)

January 31<sup>st</sup> 2025

Dear Members of the Kenya Girl Guides Association

### **Request for Nominations of Chief Commissioner of the Kenya Girl Guides Association (KGGA)**

Thank you for your continued support to Kenya Girl Guides Association (KGGA). We are approaching the Annual General Meeting of the National Council and as members of Kenya Girl Guides Association with this comes the responsibility to nominate qualified members to the KGGA the National Board and the National Council.

In accordance to Article 14.1.2 of the KGGA Constitution:

*'The Chief Commissioner shall be nominated from among outstanding members of the Association and shall have demonstrated and distinguished service and leadership within the Girl Guides Movement in Kenya.'*

Kindly send in your nomination using the nomination form attached and send to the address provided – [nationalexecutiveofficer@kgga.co.ke](mailto:nationalexecutiveofficer@kgga.co.ke) by **28<sup>th</sup> February 2025**.

#### Roles and Responsibilities of the Chief Commissioner

1. The Chief Commissioner will be responsible for providing strategic leadership in the management of the Association.
2. Specifically, the Chief Commissioner will be the Titular head of the Association, recommend conferment of awards warrants, certificates and other awards of the Association, in the name of the Association.
3. Ensure that the Association is administered properly and competently according to the direction of the National Council either directly or through the National Board,
4. Promote the development of Girl Guiding in the country
5. Coordinate the implementation of the Association's strategic plan and realization of its objectives
6. Ensure prudent management of resources and assets of the Association.
7. Oversee the development and implementation of effective management and administrative policies, systems and subcommittees.
8. Maintain strong working partnership with the National Executive Officer and staff of the Association.
9. Supervise, advise and support all Commissioners, to ensure that their needs are met and that they deliver quality Girl Guiding.
10. Be the official representative of the Association.
11. Chair the meetings of the Technical Advisory Committee of the Association.
12. Ensure proper management and accountability of funds in line with the Association's financial and budgetary policies and procedures, xiii. identify and source for strategic development partners; and xiv. ensure that annual financial audit is conducted, and recommendations addressed.
13. Be an ex-officio member of all Council committees.

I wish you all the very best as we take guiding to the next level.

Sincerely,

Clare Opiyo

**Ag. National Executive Officer**

**Kenya Girl Guides Association  
Nomination of Chief Commissioner**

**Nominee personal information**

Please complete this form and return to the National Executive Officer, Kenya Girl Guides Association, as soon as possible and not later than **Friday 28<sup>th</sup> February 2025.**

**To be completed by the nominating Member**

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Insert the name of Member you would like to nominate:

**CHIEF COMMISSIONER**

To the above position

Name of nominating individual

Position at the Association

Date

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Please return your completed form/s by **Friday 28<sup>th</sup> February 2025** to:

National Executive Officer  
Kenya Girl Guides Association  
P.O.Box 40004 - 00100  
Nairobi  
Kenya.  
[nationalexecutiveofficer@kgga.co.ke](mailto:nationalexecutiveofficer@kgga.co.ke)