



## Kenya Girl Guides Association

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January 31<sup>st</sup> 2024

Dear Members of the Kenya Girl Guides Association,

### Request for Nominations of National Board Members

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. Should you wish to nominate volunteers with the vision, skills and dedication to serve the Association at National Board level, please review the attached information and submit your nomination. Qualified members may also nominate themselves.

Working as part of the National Board is a challenging but rewarding experience.

#### Skills Needed

Nominees who have a high level of proficiency or experience in one or more of the following areas are suitable for the nomination:

- The ability to think strategically, with the capability to drive the Association towards achievement of a challenging vision
- Experience in managing technology strategy and implementation at a senior organisational level
- Knowledge and experience in Finance / Marketing / Law
- Knowledge and experience in fund development
- High level influencing skills, advocacy skills and partnership development skills
- Governance / Board experience in a voluntary organisation / NGO / INGO
- Experience in leading organisation wide projects or programmes of work (e.g. change initiatives, development of new programmes or training materials, senior advisor roles)

Collectively the National Board should have a variety of skills, which are listed below. Individual National Board Members will not need all the listed skills, but all should be able to demonstrate a high level of proficiency/experience in at least some of the following areas:

- Financial Management
- Fundraising

- Fund Development
- International/external partnerships
- Legal expertise
- Governance/Trustee experience in a voluntary organization/NGO/INGO
- Marketing and Brand Promotion
- Advocacy
- Strategic Planning and Visioning
- Leadership Development
- Non-formal Education
- International/Global/Cross Cultural context
- Working in partnership with volunteers and staff
- Human Resource Management

### **Responsibilities of the National Board**

The KGGA National Board has overall responsibility for the direction, governance and control of the organization and is collectively accountable for compliance with relevant Kenyan legislative and regulatory requirements.

The National Board Member position therefore carries legal duties and responsibilities. It is a voluntary role which should be undertaken because you are committed to furthering the purposes of KGGA and have the skills, experience and personal qualities needed for the strategic management of this complex, national organization.

The National Chairman and the National Board have overall responsibility for the policy and strategic management of the Association. The day to day operations are conducted by KGGA Secretariat and volunteers under the overall leadership and supervision of the National Board.

### **National Board Member Person Specification**

National Board Members will be expected to have:

- A commitment to the aims and objectives of KGGA and a proactive interest and enthusiasm for shaping and advising on the future of the Association.
- Relevant external skills and experience drawn from a professional or community background outside of KGGA
- A willingness to devote time and effort in both preparing for and attending National Board meetings (usually one day in every three months) and other relevant meetings (estimated time up to 20 hours per month).
- Good independent judgement and the ability to give constructive challenges.
- An ability to think creatively and strategically
- An understanding and acceptance of the legal duties, responsibilities and liabilities of the role of the National Board.

- The ability to represent KGGA both inside and outside of the Girl Guiding / Girl Scouting Movement
- A good general knowledge of the challenges and opportunities facing girls and young women across the world
- An ability to work effectively as a member of a team while contributing an independent perspective
- Strong communication skills and the ability to analyse and interpret information
- Cultural sensitivity and an ability to work in a global and multi-cultural context
- The ability to communicate easily in English both verbally and in writing
- Good moral standing
- Compliance to the requirements of Chapter 6 of the Constitution of Kenya 2010 and are willing and able to acquire if and when required;
  - Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
  - Clearance Certificate from the Higher Education Loans Board (HELB)
  - Clearance Certificate from the Ethics and Anti-Corruption Commission (EACC)
  - Certificate of Good Conduct from the Criminal Investigations Department (CID)
  - Credit Reference Bureau clearance

## **ROLE DESCRIPTION FOR A NATIONAL BOARD MEMBER**

### **RESPONSIBLE TO:**

The National Chairman

### **MAIN ROLE:**

To set the Mission, Vision, Strategy and high-level policies for KGGA within the powers and the restrictions in its objects and governing instruments and within its delegated authority from the National Council.

### **RESPONSIBILITIES:**

1. To ensure that KGGA complies with its Constitution and Bye-Laws, Kenyan Law, and any other relevant legislation or regulations.
2. To ensure that KGGA focuses on its Objects as defined in the Constitution and Bye-Laws, and to ensure it applies its resources exclusively in the support of the Objects.
3. To contribute to the National Board's role in giving strategic direction and setting over-arching policies.
4. To contribute towards defining goals and setting targets, then evaluating performance against the agreed targets.
5. To consider the interests of Kenya Girl Guides Association as a whole and to vote in the interests of the Movement as a whole.
6. To review the Strategy on a regular basis, and to consider changes in the external environment which may affect the plan, and the ongoing need for changes which may need to be made to ensure it remains relevant.
7. To undertake the functions and duties of the National Board as defined in the KGGA Constitution and Bye-Laws.
8. To attend the National Board meetings and the National Council meetings and to effectively contribute to their business through effective and adequate preparation and full and informed participation.
9. To participate in regular evaluation of the performance of the National Board.
10. To establish and maintain the values of KGGA and safeguard its good name.
11. To ensure the efficient and effective administration of the Association.
12. To ensure the financial stability of the Association, and to protect and manage the property of KGGA and to ensure the proper and appropriate investment of its funds.

13. To set strategic and organisational risk appetite and policy, review the risk register and ensure mitigating actions are in place.
14. To appoint the National Executive Officer and to monitor their performance.
15. To undertake assignments as required, involving travel. Some visits involving travel may be en-route to or from National Board meetings.
16. To represent the KGGA at external events.
17. To agree on appointments/ terms of reference for standing committees and Task Groups of the National Board.
18. To be ready to serve:
  - a) on a National Board, Committee or Working Group
  - b) as a Chair of a Committee or Working Group
  - c) as a member of a task group established to achieve a specific task during and in between National Board meetings.
19. A considerable amount of the work of the National Board is carried out by correspondence and email. Therefore all members – voting or ex-officio are expected to:
  - a) Deal promptly with all correspondence
  - b) Keep the Secretariat informed of postal address, email and telephone numbers. This would include making arrangements for contact, if absent from the usual address for any length of time.
20. To maintain confidentiality of all National Board, Working Group and Committee matters, until information has been officially released.
21. To role model positive and effective volunteer behaviours at all times and to ensure that the values of KGGA are central to all decision making.

The nominations process will be administered by the Nominations Committee.

Kindly send the complete and accurate nomination form (attached) together with the CV of your nominee stating their experience no later than Friday 28<sup>th</sup> February 2025 to the KGGA National Executive Officer on [nationalexecutiveofficer@kgga.co.ke](mailto:nationalexecutiveofficer@kgga.co.ke). Please contact the proposed candidate and confirm their interest and availability prior to submitting the nomination.

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

Sincerely



Clare Opiyo  
**Ag. National Executive Officer**

**KENYA GIRL GUIDE ASSOCIATION**  
**Positions to fall vacant in April 2025**

**A. National Board Members**

<b>No.</b>	<b>POSITION</b>	<b>NAME</b>	<b>CURRENT OFFICE BEARER STATUS</b>
1.	International Commissioner	Anne Sumbeiywo	Eligible for Re-election
2.	Honorary Treasurer	Elizabeth Matimu	Eligible for Re-election
3.	Legal Advisor	Doreen Tiren	Eligible for Re-election
4.	Financial Advisor	Jennifer Kamande	Eligible for Re-election

**Kenya Girl Guides Association  
Nomination of National Board Members**

**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**. This form should be returned together with the Curriculum Vitae of the nominee.

**To be completed by the nominating Member**

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Insert the name of Member you would like to nominate:

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To the (Insert position to which you would like to nominate the above person)

Name of nominating individual

Position at the Association

Date


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,  
Nairobi  
Kenya.  
[nationalexecutiveofficer@kgqa.co.ke](mailto:nationalexecutiveofficer@kgqa.co.ke)