



CRITERIA FOR ELECTION OF BOARD AND SUPERVISORY COMMITTEE MEMBERS (2021-2022)

1. QUALITIES OF A GOOD CO-OPERATIVE LEADER

The success of any co-operative depends on nothing else, than the quality of its leaders. It is therefore absolutely necessary that a co-operative leader should possess and exhibit the following leadership qualities:

- 1) Dedication and loyalty to the co-operative cause and the community at large,
- 2) Trustworthiness and honesty,
- 3) Good knowledge of the co-operative business model,
- 4) Objectivity and fairness,
- 5) Listening and consensus building,
- 6) General business aptitude,
- 7) Ability to make logical judgment on a wide range of co-operative issues,
- 8) Visionary and committed.

2. ELIGIBILITY FOR MEMBERSHIP TO THE BOARD OF CPA SACCO LIMITED

No person shall be eligible as a member of Board or Director if he/she;-

- a) Has not been a member of the SACCO for at least one year prior to the Annual General Meeting.
- b) Has been adversely named by the Commissioner or his/her representative in an inquiry report endorsed by an Annual or Special General Meeting for mismanagement or corrupt practices whilst still a member of the Board of a co-operative society or union in the last ten years, or named in any other national inquiries where he/ she has been shown to be engaging in dishonest activities,
- c) Has been charged of any offence involving dishonesty, a crime involving fraud, perjury or breach of contract of a licensed financial institution.
- d) Is delinquent on loans with the SACCO for more than 60 days within 2 years prior to elections;

- e) Is un-discharged bankrupt ;
- f) Is of unsound mind;
- g) Is a Board member of another existing society licensed under the Act;
- h) Is an official of or holds a political office at any level
- i) Does not conform to minimum qualification standards in accordance with the applicable law.
- j) Has been removed from public office on disciplinary action.
- k) Has not duly executed the Fit and Proper Test form as provided in the Regulations.

3.0. SPECIFIC CONDITIONS

- a) Must be a member of CPA SACCO in good standing.
- b) A committed SACCO member
- c) A Member with good credit history with the SACCO and other financial institutions.
- d) Must be compliant to SACCO BYELAWS especially savings policy for the last one year.
- e) Should have minimum share capital of 5 shares at the time of lodging an application.
- f) Should be in standing with the Institute if he is a full member
- g) A member should apply for only two posts.

SUMMARISED JOB DESCRIPTIONS

NO	POSITION	SKILLS	ROLES
a	General Duties		
1	Board members (Board members 3)	<ol style="list-style-type: none"> 1. An understanding of CPA SACCO philosophy and the desire to better the financial lives of members 2. Ability to understand financial reports 3. Ability to think and plan strategically 	<ol style="list-style-type: none"> 1) Work with the SACCO Manager and the board to develop objectives and goals for the SACCO, including strategic plans 2) Make sure the SACCO adheres to applicable laws, regulations, and sound business practices 3) Make sure the SACCO maintains sound financial conditions and that the assets are protected against unauthorized or illegal acts. 4) Develop and review policies and bylaws at least once a year and update as necessary. 5) Make sure new products and services are developed as needed. 6) Define the scope of the Manager's job, hire to fill the position, and review his or her progress in attaining goals and objectives. 7) Attend monthly board meetings, exercise judgment independently from the Manager, and report to the members at the annual meeting. 8) Helps guide and mediate Board Actions with respect to organizational priorities and governance concerns. 9) Makes serious commitment to participate actively in Board's work 10) Is an active participant in the BOD's annual evaluation and planning efforts. 11) Perform other duties consistent with the above, as resolved by the members. 12) Monitors financial planning and financial reports. 13) Evaluates annually the performance of the SACCO in achieving its mission.
b	Specific		
2	Chairperson (1)	<ol style="list-style-type: none"> 1. An understanding of CPA SACCO philosophy and the desire to better the financial lives of members 2. Organizing and coordinating 	<ol style="list-style-type: none"> 1. Preside at all meetings 2. Sign the all minutes after being confirmation by the meeting. 3. Close a discussion or put the matter to the vote 4. Provide leadership to the Board 5. Mobilize, recruit, educate and retain members. 6. Act as the spokesperson of the SACCO

		<p>board activities and demonstrated capacity to effectively chair board meetings;</p> <p>3. Ability to understand the financial performance of CPA SACCO and the environment under which it operates.</p> <p>4. Effective communication ability</p> <p>5. Ability to think and plan strategically.</p>	<p>as authorized by the Board</p> <p>7. Reporting to the members at the annual meeting.</p> <p>8. Shall have no casting vote.</p> <p>9. Formally evaluates the performance of the SACCO Manager and informally evaluates the effectiveness of the Board members.</p>
3	Vice Chairperson (1)	As above	1. Perform all the duties of the Chairperson during his/her absence as authorized.
4	Treasurer (1)	<ul style="list-style-type: none"> • High level of honesty. Integrity, trust worthiness and financial literacy especially as it relates to the performance of CPA SACCO. • Hands-on experience in preparing financial statements according to IFRS and financial reporting • Broad knowledge of investment and loan business management 	<p>1. Supervise all the financial functions of the SACCO.</p> <p>2. Provide strategic direction during the financial planning for the SACCO.</p> <p>3. To prepare financial statements and present them at the general meeting.</p> <p>4. Provide safe custody of all SACCO property including member's monies.</p> <p>5. To provide the Board with the required technical financial support from time to time.</p> <p>6. Guide the budgeting and budgetary control process for realistic projections.</p>
05	Secretary (1)	<ul style="list-style-type: none"> • Aware on the regulatory framework for Cooperatives. 	<p>1. Summoning of all meeting</p> <p>2. Keep all SACCO records</p> <p>3. Report to members of the SACCO about Actions taken by Board on their</p>

		<ul style="list-style-type: none"> • Better understanding of the good corporate governance practices. • Good knowledge of Ugandan laws will be an added advantage. 	<p>resolutions.</p> <ol style="list-style-type: none"> 4. Mobilize, recruit, educate and retain members. 5. Make annual returns to the registrar 6. Keep register of all immovable properties of the CPA SACCO. 7. Conduct all correspondences of the CPA SACCO. 8. Acceptance of service of any legal document which are addressed to CPA SACCO.
06	SUPCO (3)	<ol style="list-style-type: none"> 1. An understanding of CPA SACCO philosophy and the desire to better the financial lives of members 2. Ability to understand financial reports 3. Ability to think and plan strategically. 4. Proper understanding of the internal audit function. 	<ol style="list-style-type: none"> 1) Periodically evaluate the programs of the society as to their cost effectiveness, Impact on the members' income, compliance with the AGM/SGM directions and Cooperative Societies Act, Rules and the By-Laws of the society. 2) Check the effectiveness of the Board e.g. recording and filling of the minutes of AGM/SGM and committees. 3) Compliance with the cooperative principles. 4) Regularity of committee and general meetings. 5) Check whether members' personal Accounts (shares) are regularly and accurately updated. 6) Verify whether investments are properly accounted for e.g. Share Certificates are securely kept. 7) Ensure that adequate accounting policies are in place and are working. 8) Check on the presence and the effectiveness of the internal controls in the society. 9) Take note and inform the Board of complaints from the members which might be channeled through the committee. 10) Ensure and verify that the economic report is prepared and discussed. 11) Check whether the Board is taking any remedial action on any shortcomings revealed. 12) Liaise with the external auditor in areas that the committee would need assistance in carrying out their duties. 13) Ensure that the Board adequately acts on any observations and notes raised by the external auditor.