



AIRPORTS SACCO NOMINATION FORM FOR BOARD OF DIRECTOR/MEMBER OF SUPERVISORY COMMITTEE POSITION

NOTE:

Please fill all the required information and submit the form with attachments by 11th March, 2024.

I Mr./Ms./Dr./Prof./Mrs.....

M/no.....Payroll /No.....of ID No:.....

Mobile No..... fromDepartment do apply for a

position of **(tick one)**

Board Member

Supervisory Committee Member

Total deposits as at 31st January 2024 (**Kshs**)..... (Attach statement)

Total share capital as at 31st January 2024 (**Kshs**) (Attach statement)

Highest Educational Qualification..... Profession.....

NB: Attach the following documents

Copies of academic and professional certificates and current curriculum Vitae, Chapter six compliance documents (CRB certificate, HELB certificate, Tax compliance certificate, EACC certificate). *The successful candidates will be required to provide certificate of good conduct.*

Applicants Signature **Date**

Proposed by (**Name**).....M/No.....

ID NO:.....SignDate.....

Seconded by(**Name**).....M/No.....

ID NO: SignDate.....

FOR OFFICIAL USE

Verified by:

Name

Sign..... Date.....

Name

Sign..... Date.....

Checked by (Ministry representative)

Name

Sign..... Date.....

Appendix (from SACCO Bylaws)

38 (i) ELIGIBILITY FOR MEMBERSHIP TO THE BOARD OF DIRECTORS

No person shall be eligible for membership in the Board of directors of the society if he/she:-

- a) Is not a member of the society;
- b) Is under eighteen years of age;
- c) Is unable to read and write;
- d) Receives any remuneration, salary or other payments from the society save as in accordance with this Act
- e) Is a board member in two other societies with similar objects;
- f) Lends money on own account;
- g) Is an undercharged bankrupt
- h) Is of unsound mind;
- i) Has been convicted of any offence involving dishonesty or is sentenced to imprisonment for a term exceeding three months;
- j) Has been convicted of any offence under this Act or rules.
- k) Has any unclear 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 this Act;
- l) Is a person against whom any amount of money is due under a decree, decision or order or is pending recovery under this Act.
- m) Has not been an active member for three consecutive years
- n) Has not saved a minimum of at least **Kshs. 500,000** in deposits.
- o) Has not attained O'level of education
- p) Is not stationed in Nairobi County.

38 (ii) Representation to the Board of Directors and Supervisory Committee

To ensure equitable representation to board and Supervisory committee representation shall be as follows;

(b) Composition of board and Supervisory Committee.

The board and Supervisory committee shall be drawn from the members from departments of Kenya Airports Authority.

Appendix (from SACCO HR Policy)

3.3.4 Conflict of Interest

- i. A conflict of interest is defined as an actual or perceived interest by a staff or Boardmember in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain as regards to recruitment. It also means a situation where a party's responsibility to a second party limits its ability to discharge its responsibility to a third-party.
- ii. Airports SACCO staff with recruitment responsibility (Chief Executive Officer, The Chairperson and interview panel) must declare any conflict of interest with potential staff as well as individuals for hire in non-staff categories. This will be recorded in the interview report and the Chair of the Panel, in consultation with the Chairperson may ask the panelist to withdraw from the proceedings.

3.0.2 Employment of Relatives

- i. In general, Airports SACCO WILL NOT recruit spouses, partners, parents, parents-in-law, children, brothers, sisters, uncles, aunts, nieces, nephews, first cousins or any other relative of existing staff in staff and non-staff categories. However, one's extended family i.e. Uncles, Aunts and second cousins may be hired under the following specific conditions:
 - a) The relative is the most qualified and only suitable candidate for the position
 - b) There is no direct line management relationship
 - c) They will not work together in the same department (especially within a finance function)
 - d) One will not audit/assess the work of the other

3.0.3 The same clauses apply in the case of marriage among colleagues after their entry to Airports SACCO.