



WAMU SOS COOPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

P. O. Box 27510, Kampala, Uganda Tel: +256-414-322247 / 49 / 50, 0392, +256-701-170232

Annex: Elective Positions

S/No	Office	Roles/Function	Qualifications
1	Audit/Supervisory committee 2-3 positions	i. Check out for inconsistencies in the Sacco's financial and operating records ii. Authenticate/ approve the Sacco financial reports. iii. Ensure prudent asset and liquidity controls iv. Regularly inspect the books, records and transaction documents of the Sacco, including spot-checks. v. Monitor operations, with key focus on financial transactions. vi. Check operations of all Sacco's departments, manager-performance and officers for compliance with the set policies, rules and standards. vii. Present a committee opinion at the AGM on the financial statements viii. Regularly evaluate the internal operations and controls of the SACCO.	i. These must not be members of any other committees ii. Have strong financial and analytical skills with a deep understanding of the Sacco and its business.
2	The Board/Executive committee a) Chairperson (1) b) Treasurer (1) c) Secretary (1) d) Member (6) *	The Executive Committee shall play the lead role in the areas below: i. Human Resource function ii. Strategic planning iii. Policy formulation and review iv. Annual Planning and Budgeting; budget monitoring and review v. Resource mobilization vi. Staff monitoring and supervision vii. Interest rate setting and review viii. Reporting and report analysis. • The EC is elected by the AGM, and its size and composition is approved by the AGM.	i. Individual executive members must be an active member of the Sacco; financial or reputation. ii. The team shall possess requisite technical competence in leadership, management and knowledge about handling of the Sacco operations. iii. Exercise independent minds and freedom to express their views and inclinations in the best interest of the Sacco iv. Guard against conflicts of interest at individual or team level in decision making.



WAMU SOS COOPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

P. O. Box 27510, Kampala, Uganda Tel: +256-414-322247 / 49 / 50, 0392, +256-701-170232

		<ul style="list-style-type: none"> • The EC is normally composed of 5- 9 members depending on the need. They serve a two-year term, a maximum of two terms. 	<ul style="list-style-type: none"> v. Avail time to actively engage in the affairs of the Sacco.
3	<p>Vetting committee 3 people (These have already been constituted)</p>	<ul style="list-style-type: none"> i. Ensure that each member aspiring for a leadership position qualifies and is suitable for the respective position prior to his candidature is accepted. ii. Receive applications from members aspiring for leadership positions. 	<ul style="list-style-type: none"> i. They must be active SACCO members of good standing, and with clean record. ii. They exhibit a manner of transparency, and actively participates in SACCO business. iii. Members of the vetting committee themselves are not aspiring candidates for elective positions. iv. Members of the vetting committee shall not be outgoing members of the immediately preceding Executive committee. v. Have no conflict of interest in the SACCO business, but positively display support for the SACCO's vision, mission, policies, procedures principles and standards.

*We recommend that all the SOS location representatives who were elected recently automatically become part of the new executive unless there is strong reason to the contrary.