

KUOYO KOCHIA ALUMNI ASSOCIATION

Resource Mobilization and Investment Policy

Policy No:	KKAA/POL/3/2016
Approved by:	The General Body of Kuoyo Kochia Alumni Association
Administrative Responsibility of:	Office of the Executive Committee, Kuoyo Kochia Alumni Association
Physical Address:	Office for Alumni Affairs, Kuoyo Kochia Secondary School, Homa Bay
Contact Person:	Mr. Gordon Menya Chairperson Resource Mobilization Committee Kuoyo Kochia Alumni Association Tel. +254 721 446 389
Scope:	Compliance with this Policy applies to all registered members of the Association
Effective Date:	Compliance with this Policy takes effect immediately the General Body adopts it
Review Date:	One year from the date it is adopted

Preamble

Resource mobilization in this Policy refers to the collection and utilization of resources to produce results according to needs of Kuoyo Kochia Alumni Association and the given system of governance of Societies in Kenya.

Consequently, this policy articulates the vision, mission and objectives of the resources mobilization committee, the potential revenue streams of KKAA as well the functions of the facilitating committees, their term of office, implementation and amendment and termination of this policy.

This Policy has been developed and adopted as part of the wider effort to formalize the goals, objectives and guidelines of the alumni with respect to mobilizing assets for development purposes.

Introduction

This Policy is of Kuoyo Kochia Alumni Association which is a society registered as a non-profit organization which derives its support largely from among the alumni of Kuoyo Kochia Secondary School. The Association is however intent on drawing growing support from stakeholders in both state and non-state settings while also undertaking independent income generation according to the Registration of Societies guidelines. That is precisely because the Association needs resources to enable it cater for its ever increasing needs.

In pursuing Association objectives, resource mobilization shall be properly planned and executed to ensure transparent and accountable best-use of funds and other resources. Mobilization of funds and resources for the Association shall therefore be conducted in a structured and formal manner. Due diligence shall be exercised in regard to the manner in which the Association mobilizes and delivers its programs. Resources will be mobilized only from sources whose objectives do not contradict those of the Association.

Policy Justification

The purpose of this policy is to guide action and direct operations towards raising resources needed to meet the objectives of the Association. Indeed, with the increased competition for grant resources, it behoves the Association to fully explore the diverse approaches and tap into multiple funding streams through a dedicated strategy that can cost-effectively draw financial support for the Association's programs.

Guiding Principles, Values and Philosophies

The overriding principle of this policy is that the Association builds and sustains capacity to carry out its programs cost-effectively. The Association will strive to demonstrate:

- A clear sense and commitment to the Vision and Mission of the Association.
- A viable outcome-based strategy for developing the alumni community
- Evidence of past accomplishments
- Effective management and leadership by the Executive Committee
- Accountability and transparency to safeguard the resources raised
- Solid reputation, credibility and positive image.
- Mutual respect and knowledge sharing between the Association and the alumni community it benefits, as well as other stakeholders.
- Ability to attract, create, and sustain new resources, especially based in the internal initiatives.

Scope of Mobilization and Key Income Streams

The Association shall raise its funds from membership fees and other contributions from registered alumni; individual contributions, public appeals, grants or such other methods as shall time to time be determined by the Executive Committee or as prescribed in legislation.

Other possible sources of income may include, but not limited to:

- Government – including land and buildings; support in kind; monetary grants; and privileges (tax exemptions)
- Donations / sponsorships – including commercial enterprises; individuals and local authorities
- Partnerships/project – including with other alumni organization, other NGOs, UN/Bilateral and Multilateral donors
- Own Resources – including hire of facilities; membership fees, income generation activities, investments (societies); incomes from retreats, trainings and other events as well as sale of media materials.

Management of Finances and Other Assets

All assets acquired by the Association through resource mobilization shall be managed in accordance with the asset management procedures and any partnership agreement entered into. And where there is a conflict between the Association's asset management procedures and that of the agreement that of the agreement will prevail.

Responsibilities of the Resource Mobilization Committee

The implementation of this policy shall be facilitated by the Resource Mobilization Committee consisting of the Chairperson, Secretary and three (3) other members nominated in the General Assembly. The Treasurer shall be an ex-officio member of the committee.

The committee shall develop a strategy for resource mobilization and shall consist of persons capable of identifying needs; identifying potential partners and creating linkage with potential partners on behalf of the Association on issues of resource mobilization. The members appointed into this committee shall therefore be persons with specific skills, Knowledge and experience in Project Management, resource mobilization and business development.

The responsibilities of the committee shall include:-

- 1) Identifying and sourcing potential partners for alumni projects
- 2) Keeping track on changing trends in resource mobilization, projects and partnerships for the Association
- 3) Advocating for increased funding to alumni programmes and project activities
- 4) Coordinating resource mobilization activities in the Association
- 5) Undertaking to ensure that all communications and engagements pertaining to resource mobilization shall be conducted through official channels and formally documented

Committee Meetings

- The committee shall meet at least once every quarter
- The quorum for meetings shall be as prescribed in the Association's Constitution and by-laws
- A member failing to attend three consecutive meetings without proper reasons or apologies will be replaced by the Executive Committee.

Consequence of Non-Compliance

Non-compliance with this policy may result in any or all of the following:

- Limitation or revocation of individual rights to benefit from the Policy; and
- Corrective or disciplinary actions and sanctions, as defined in the Constitution and by-laws of the Association.

Policy Review Plan

This policy should be review annually. The review process should include an examination of the performance indicators, consultation with members of the association, and a discussion forum involving the management committee and risk management professionals.