

THE BELOW RESPONSIBILITIES ARE NON-EXHAUSTIVE.

Chairperson/Team lead

- Works in collaboration with vice chair and other office team members to legally represent the association in administrative issues with the local authorities
- Represents and communicates interests of Kenyans in France to the embassy/Kenyan government without compromise.
- Acts as link/bridge of communications from the embassy to Kenyans in France
- Manages expenses necessary for the proper functioning of the association
- Can take legal action in the name of the association as per provision of the statutes.
- Chair of the member meetings/annual AGM (owns the agenda)
- Signatory of the association (together with other two team members).
- Opens bank account on behalf of the association together with Treasurer
- Must obtain necessary authorization from the general assembly or the administrative council before carrying out any action on behalf of the association.

The President represents the association in all acts of civil life and before justice. He or she may give special delegation to a member of the Office or the Board of Directors.

- The President represents the association in all civil and legal matters.
- In other words, the President is the legal manager of the association.
- The President is the legal representative of the association.
- He or she may delegate special authority to a member of the management committee or the administrative council.
- He or she is responsible for signing any contracts and making commitments on behalf of the association.
- However, despite these responsibilities, he or she must obtain authorization from the General Meeting or the administrative council before taking any action on behalf of the association.

Various responsibilities as a representative.

- Represents the association before its partners and/or the courts.
- Takes legal action to protect the association's interests, if necessary
- Manages meetings and leads discussions
- Encourages volunteers during association initiatives
- Seeks funds to achieve the association's goals, such as sponsorships
- Implements decisions made by the board of directors or general meeting

- Ensures the smooth running of the association: i.e., administration, logistics, personnel, and management.

These obligations

- Despite the size of the association, the president is required to comply with the law of July 1, 1901, on the association contract and the decree of August 16, 1901, issued for the implementation of the law.
- Make the association public by inserting it in the official journal within one month of its declaration to the prefecture
- Inform the prefecture within the specified timeframe of any changes that occur in the association's operations: changes to the persons responsible for administration, transfer of the registered office, creation of new establishments, etc.
- Notify the prefecture of new member associations within three months
- Implement merger, demerger, or partial contribution projects at least two months before the meeting date
- Provide association members with documents concerning a proposed demerger, merger, or partial contribution at least one month before the meeting date.

KENFRA

— Federation of Kenyan Associations in France —

Vice chairperson

- Supports the chair in carrying out the above listed responsibilities.
- Supports the chair to ensure smooth functioning of the management committee and administrative council
- Represents the association in the absence of the chair.

Assist the association's president and replace the latter in the event of absence or resignation.

In the event of failure by the president to act, the replacement by the vice-president remains temporary. Therefore, an election must be held to formalize the change of president.

Note: the president may be declared in default in the event of illness, dismissal, or resignation. Thus, their absence may be temporary or permanent.

The vice-president is also responsible for the proper functioning of the association.

They are therefore responsible for its day-to-day management.

The vice-president also ensures the implementation of the various decisions made by the deliberative bodies. However, their powers remain limited regarding important decisions that do not fall under their responsibility. These must be made by the general meeting or the board of directors. Meeting Chair

In addition to the aforementioned duties, the Vice President must ensure the organization of various meetings within the association when the President is absent.

Specifically, they will be responsible for organizing all meetings of the general assembly or the board of directors.

In addition to calling meetings, they will also chair them. In this regard, they will be required to facilitate them by leading discussions while taking all necessary steps to ensure the smooth running of meetings.

The Vice President may also be required to take charge of most of the association's legal obligations. For example, they will be responsible for managing all matters relating to human resources or taxation.

Treasurer/Assistant Treasurer

- Provides financial leadership, developing financial policies for the association
- S/he is the account manager and monitors/ tracks the association's finances
- Establishes forecast budgets and proposes financial objectives to be achieved regarding resources
- Communicates financial situation regularly with office team/administrative council
- Ensures relations between the association and financial partners (bank, donors etc.)
- Payment of all accounts, Receipts of finances and/or banking all cash received, conserving and classifying all supporting documents/records.
- Verification and collection of contributions by members,
- Maintain accurate records of all relevant financial record in accordance to bookkeeping laws
- Provide financial status/statements (Balance sheet/income statements, financial reports etc.) for approval at AGM

- Management of the association's bank account by ensuring the security of banking transactions
- Prepare grant application files for the association etc.

The treasurer is responsible for the association's financial management. They make payments and collect revenue on behalf of the association. They are required to present a financial report at the annual general meeting. Good to know: The treasurer is responsible for maintaining the association's various accounting records. They will be personally liable if the organization suffers financial loss as a result of their actions.

Secretary General/Assistant Secretary General

- Registration of members
- Ensures meetings/ AGMs are effectively organised, conducted and minuted
- Maintains and is custodian of all records and making them available to members and are made available when required by authorised persons
- Responds to member requests/ drafts mail/letters on behalf of the association/ publicity tasks
- Ensure effective implementation of processes.
- Liaising/communication with relevant organisations and clients.
- Collaborate with other members of the organization to achieve common strategic objectives.

The secretary is responsible for filing and maintaining all documents

necessary for the association's operations. These include the bylaws, the internal regulations, and the minutes of the general meeting. They are also responsible for managing the organization's correspondence and the membership file. Furthermore, they must communicate all information that ensures the association's smooth operation. In addition, the secretary handles various formalities, such as sending out meeting invitations and filing declarations with the prefecture.