



## **HAZINA SACCO SOCIETY LTD**

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### **CIRCULAR NO. 210**

**TO: ALL NAIROBI BRANCH DELEGATES AND MEMBERS**

**THROUGH: NAIROBI BRANCH CHAIRPERSON**

**FROM: CHIEF EXECUTIVE OFFICER**

**DATED: 21<sup>st</sup> OCTOBER, 2021**

#### **RE: SACCO DELEGATES ELECTIONS.**

The supreme authority of the Sacco Society is vested in the General Meeting of members attended by delegates. Such delegates are elected at the Branch Annual Meeting after every three (3) years.

#### **The Role of Delegates**

- Relay information and policy decisions from the Board.
- Recruits new members to the SACCO.
- Co-ordinate branch educational forums.
- Advise members on their ability to repay loans whenever consulted.
- Give information to the SACCO about member's suspension, retirement, bereavement and loan defaults.
- Receive and consider complaints from members and furnish them with information.
- Ensure that the Act, Rules and By-laws are strictly observed.
- Maintain a complete and updated list of members whom they represent.
- Any other role as may be assigned from time to time.

#### **The Role of Branch Officials**

- Oversee the branch and co-ordinate the affairs of members honestly and efficiently.
- Distribute ATM cards and PINs to members where applicable.
- Organise and conduct meetings for the branch to sensitize members on Sacco matters.
- In consultation with the Board of Directors and County Co-operative Officers, organise and coordinate branch delegates' elections and members' education days.
- Verify and certify that the guarantors' names, personal numbers, identity card numbers and signatures are true (This is in cases where the loan form passes through the delegate).
- Submit reports/minutes arising from branch meetings.

## Minimum Requirements

### a. Branch Delegate

- Have deposits not less than Kshs. 200,000
- Been a member for at least 2 years
- Have a good loan repayment history

### b. Branch Official

- Have deposits not less than Kshs. 250,000
- Been a member for at least 2 years
- Have a good loan repayment history

The general election for delegates will be held in November, 2021. Any member who wishes to serve the Society as a delegate and meets the above requirements is required to forward his/her details to the Marketing Department via email to [marketing@hazinasacco.or.ke](mailto:marketing@hazinasacco.or.ke) and attention to Senior Marketing Officer by **5<sup>th</sup> November, 2021**. Vetting of interested applicants will be done and members who meet the minimum requirements cleared for elections. The notice for elections will be issued to all members.

We look forward to your participation.

With Co-operative regards,



**DICKSON H. OKUNGU**  
**CHIEF EXECUTIVE OFFICER**

