

## **Roles and Responsibilities of individual Council member**

The Council member agrees to the following.

1. Endeavour to attend all meetings as set out at the beginning of KSB's calendar year. There will be at least seven meetings spread throughout the year.
2. Will give timely apologies for none attendance to meetings. (Council meetings and committee meetings)
  - i) Four Council meetings, and sub Committee meetings which are tied along the quarterly Council meetings,
  - ii) Two days of Council development process during the year
  - iii) The annual General meeting
  - iv) When there are important events at KSB.
3. Review the meeting agenda and any other reports prior to the Council and committee meetings.
4. Actively contribute to achieving of KSB's vision, mission, and values and provide advice on programmatic issues.
5. Contribute time, material and financial resources to the growth of KSB.
6. Promote and link KSB with other organizations for partnerships and resource mobilization.
7. Advise KSB on areas of improvement in the image of the organization and its programmes.
8. Make proposals for possible nominees to the Council.
9. Exercise Council power in the interest of KSB and adhere to the policies of the organization.
10. Refrain from matters that could lead to conflict of interest and where this conflict arises, members should declare such interests to the Council.
11. Refrain from activities which could lead to abuse of power by the Council e.g. asking for favors, employing relatives or supplying goods and services.
12. Participate actively as a Council member towards achieving the organization's mission and assist the Council to carry out its responsibilities effectively.