

**KENYA MEDICAL ASSOCIATION**  
**STANDING COMMITTEES**

**1.0 OPERATIONAL GUIDELINES**

1. All committees should draw their terms of reference (ToRs) which should be clear and specific;
2. The Committees, through their conveners, should brief NEC on their activities from time to time;
3. Committees should hold regular meetings and the minutes shared with NEC;
4. The National Chairman and National Secretary who are ex-officio members should be invited to the committee meetings and they should endeavor to attend;
5. The committees should work through the existing KMA structures. For proper and effective coordination, all activities should be coordinated through the Secretariat under the Executive Officer;
6. The coordinators for specific committee projects/activities are answerable to the committee through the Convener;
7. All significant communications and those with contractual implications from the committees to external parties should be passed through NEC;
8. Memorandum of Understanding (MoU) and/or contract between KMA and external parties can be negotiated by the committees but seek approval and execution from NEC. The MoU/contract should bear the signature of the National Chairman and/or the National Secretary;
9. For all project accounts, the National Treasurer and the convener of the concerned committee should be mandatory signatories. The other signatory could either be the National Chairman or National Secretary;
10. Requisitions for funds and payment vouchers should originate from the committee to the National Treasurer and all the supporting documents must be attached;
11. Project specific accounting procedures, where present, should be adhered to;
12. Project reports to external donors should go through NEC especially those involving financial transactions. Financial reports for specific committee projects/activities should be included in the Treasurer's Report to the National Governing Council and to the Annual General Meeting;
13. Any proposals for funding that will be negotiated on behalf of and to be implemented through KMA should include both personnel and administrative costs. These will cover time spent by both the staff and KMA members while carrying out the project activities and other administrative costs like telephone, postage etc.