



## **ASSOCIATION OF DESIGNERS OF KENYA**

### **REGULATIONS NO. 3 OF 2018 ON ADMINISTRATIVE GOVERNANCE OF THE GOVERNING COUNCIL MEMBERS.**

#### **Chairperson**

- i. Shall preside over all meetings( General and Executive) and set the order and agenda of meetings
- ii. keep discussion focused on the items as set out and stipulated in the agenda
- iii. make sure decisions are made before going to the next agenda
- iv. be in the knowhow of all work and programmes of the association
- v. Provide leadership and guidance to the association.
- vi. Promote effective relationships and open communications to all members
- vii. Develop proper strategies and policies with best interests of the association
- viii. Arrange informal meetings with other executive members.
- ix. Jointly responsible with the National Treasurer for the association finances
- x. its representative at meetings with other organizations
- xi. Shall be responsible for implementing the policy of the Council.

#### **National Treasurer**

- i. Ensure appropriate financial systems and controls are in place
- ii. Watchdog role over all aspect of financial management an safeguard the associations finances
- iii. Ensure compliance with relevant financial legislations and operational plans.
- iv. Advise on financial implications of strategies and operational plans.
- v. Receive all monies belonging to the association
- vi. maintenance of proper books of account
- vii. Ensure everyone handing money keeps proper records and documentation
- viii. disburse all charges thereto;
- ix. The preparation of annual balance sheet.
- x. Banking, bookkeeping and associate book keeping control of fixed assets and stock

- xi. custody of all papers involving finance and financial commitments
- xii. Present accounts at the Annual General Meetings
- xiii. issue receipts for all monies received by the Association;

### **General Secretary**

- i. spokesperson of the Association
- ii. maintaining effective records and administration of ADKE
- iii. upholding the legal requirements of governing documents and associated law
- iv. shall be the reference point for the all committee members; clarify past practices and decisions
- v. act as custodian of the organizations governing documents and confirming legal requirements
- vi. Ensure compliance with relevant legislations and regulations regarding governance
- vii. responding to all association correspondences
- viii. keep diary of future activities of the association
- ix. be responsible for the safe keeping of all records of the Association.
- x. File the necessary reports and returns concerning the association.

### **Organizing Secretary**

- i. liaise with chair to organize meetings
- ii. ensuring meetings are effectively organized and minuted
- iii. receiving agenda items from members
- iv. Filing Minutes and reports
- v. circulating agendas, approved minutes and reports
- vi. In all Executive, General and Annual meetings shall be taking minutes
- vii. Principally assisting the vice chairperson by checking that agreed actions are carried out
- viii. Undertake such other delegated assignment as described by the Secretary General

### **Head of Interior Design Chapter**

- i. shall be designated Vice chairperson.
- ii. Describe the code of practice, appraisal and recruitment of committees and other appointed office holders of ADKE
- iii. Be in charge of all elections and shall elections and appointments are in line with stipulated procedures
- iv. Member of Membership & Recruitment standing sub committee
- v. Make sure all decisions made at the executive committee meetings are kept.
- vi. In consultation with the chairperson, organizes of the association
- vii. Undertake such other delegated assignment as described by the chairperson

### **Head of Product Design Chapter**

- i. Protecting intellectual property of individual companies while developing opportunities to expand industrial involvement
- ii. Establishing and maintaining a liaison between the association, sponsors and facilitators
- iii. Ensure use of fund complies with conditions set by the funding bodies
- iv. Ensure compliance with relevant legislations, regulations and statutory bodies
- v. Ensure effective monitoring and reporting
- vi. Develop partnership and collaboration schedules

### **Head of Graphic Design Chapter**

- i. Provide effective Communication and correspondences
- ii. Ensure compliance with relevant legislations and regulations
- iii. Shall organize special events such as news conferences and award ceremonies.
- iv. Create a learning strategies to engage the public with the ethos of the association
- v. Liaise with schools, colleges, universities to promote interior design profession.
- vi. Advice appropriately on curriculum development for the benefit of the association
- vii. Manage programs, budgets and teams of volunteers
- viii. Collect, analyze and apply feedback on the educational activities provided.

## **Liaison Officer at Academic and mentorship Programme**

- i. Facilitate design inspired activities at community level
- ii. Organize regular training sessions for new and existing members
- iii. Promote training of students
- iv. Ensure Certification of ADKE programs
- v. In charge of Continuous Professional Development programme
- vi. Establish a newsletter or other publication for the association
- vii. Maintaining all time social media presence of ADKE.
- viii. Coordinate establishment and maintainance of student chaptership in the learning institutions
- ix. Promote and safeguard the interest of students and learning institutions in the association
- x. Feeding back issues and responses to and from students, other student reps, relevant university staff, student union
- xi. Undertake such other delegated assignment as described by the General secretary

