



MACHAKOS UNIVERSITY  
STAFF RETIREMENT BENEFITS SCHEME  
*Securing the Future*

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MACHAKOS

## ELECTION NOTICE!! ELECTION NOTICE!!

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In accordance with the provisions of the Retirement Benefits (RB) Act and Regulations, Notice is hereby given for member Trustees election which shall be conducted on **1<sup>st</sup> November 2019**. The structure of the Machakos University Staff Retirement Benefits Scheme requires at least one half of the Board of Trustees to be elected by members. Further, Trustees serve a renewable term of 3 years but limited to a maximum of two terms.

This is therefore to inform all members that **three (3)** positions of elected trustees will fall vacant 4<sup>th</sup> November 2019. The vacant positions are of **two (2) teaching/ academic** and **one (1) non-teaching**.

The entire election process will be managed by the trustees' election committee in liaison with the administrator:

### 1. Election of candidates - Eligibility conditions

A person is eligible for election as a member-nominated Trustee if;

- a) He/she is a member of the Scheme
- b) Has never been disqualified to act as a trustee by the Retirement Benefits Authority.
- c) Has never been declared bankrupt.
- d) Has never been convicted of any crime relating to dishonesty.
- e) Is of sound mind
- f) He/She will always be available to fulfill duties as a Trustee which includes attending Trustee meetings
- g) Possess a current certificate of good conduct
- h) Possess current clearance certificate from Credit Reference Bureau (CRB)

### 2. Qualities and Responsibilities of a Trustee

To assist you in making your nominations we summarize below the qualities and responsibilities of a trustee:

- a) To act jointly with the other Trustees.
- b) To understand and comply with the provisions of the Trust Deed and Rules.
- c) To understand and oversee the implementation of appropriate investment strategies for the Fund.
- d) To take part in the selection of competent service providers and oversee their performance.
- e) To understand how to safeguard the schemes assets.
- f) To act with impartiality in respect of all members and beneficiaries.
- g) To understand how the scheme should be administered in accordance with the **RBA Act**.
- h) To act with due care, diligence and good faith.



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- i) To understand the regulatory environment and oversee compliance with the regulations.

The Trustees must therefore, have a clear understanding of the goals of the Scheme and how they need to be achieved.

***Kindly note: All trustees are required to attend a compulsory training at College of Insurance: Trustee Development Program Kenya (TDPK)***

Eligible candidates willing to be elected are required to submit the following to the Election Committee Chairperson at the Pensions Office on or before **3<sup>rd</sup> October 2019**. (Soft copies can be sent to the scheme's email)

- a. Application Letter (Typed and signed)
- b. Updated CV
- c. Colored passports
- d. Copy of current Certificate of good conduct
- e. Copy of current clearance certificate from CRB
- f. Duly filled election member nomination form  
(Collected at the pensions office, filled and signed by at least 10 pension/ scheme members)

For any enquiries, kindly contact the pensions office at:

scheme email address: [pension@mksu.ac.ke](mailto:pension@mksu.ac.ke) or Phone No. [0714 765380](tel:0714765380)

This is a very important exercise and we encourage all members of the scheme to take part.

**PROF. DOUGLAS SHITANDA**

Chairman – Trustee Election Committee

Machakos University Staff Retirement Benefits Scheme (MUSRBS)