

## COOPERATIVE LEADERS' APPLICATION FORM

### **Introduction**

Subject to the Cooperative Societies Act, Cooperative Societies Regulation and Cooperative Societies Bye Laws, the Masaka branch annual general meeting is the main governing body with supreme authority to address all branch business.

The branch annual general meeting elects a **Five Member Committee** with the Executive authority and directs its affairs subject to any directions from the general meeting.

Again a three members committee called the **supervisory committee** is elected by branch general meeting of members to see that members' needs are fully satisfied. The branch supervisory committee has a dual responsibility of auditing and advising the branch.

Members aspiring for leadership positions in Masaka branch must declare their interest and lodge their applications to the vetting committee well in advance. The applications must define the experience and skills the applicant is bringing to the society together with a written proposal of the strategies for developing the cooperative. The Masaka branch vetting committee provides and will provide the society with well researched, independent and impartial review and approval of candidate members aspiring for leadership positions in the society. The branch vetting committee invites applications from members wishing to be elected to the branch Executive and supervisory committee. The Masaka branch vetting committee therefore, hereby invites applications from eligible members' aspiring for leadership to complete this form.

### **Qualifications**

Subject to Regulation 25(2) of the cooperative societies regulations of 1992 no person shall be eligible for membership on a committee of a society or remain a member there on if

- i) He / She is under 18 years of age
- ii) He / She is not registered member of the society
- iii) He / She is not a member in good standing with the society
- iv) He / She receives any remuneration, salary or other payments from the society which has not been lawfully approved by resolution of the General Meeting of members
- v) He / She is in business competing with the society i.e. he lends money on his own account or trades on his own or any other person's account in the same type of produce as the society's.

- vi) He / She is an un discharged bankrupt or he is indebted to the society other than in accordance with the conditions laid down for the making of such loans.
- vii) He / She is of unsound mind
- viii) He / she has been convicted in court of any offence involving dishonesty or of any offence under the Act, Regulations or he / she is a dismissed employee of any cooperative society
- ix) He / she has been convicted of an offence involving moral turpitude
- x) In the case of one representing a society, he or she has been removed from the committee of such society
- xi) He / she has been removed from the committee of a society by the registrar under section 52 (5) of the Cooperative Societies Act or has been a member of a dissolved committee.
- xii) He / she does not have any blood relation, up to the second degree , and marriage relation, up to the second degree, with any of the society's paid employees
- xiii) He / she should not have a direct dependent working relationship, which is paid for by the society.
- xiv) He / she should be free of committing illegal acts, or any other acts that may reflect negatively on the reputation of the society
- xv) He or she should be free of delinquency in the payment of contractual obligations with the society.
- xvi) He or she does not patronize the society or diverts produce or services due to the society, or acts in anyway against the interest of the society.
- xvii) He or She should conduct him / herself in a manner that ensures transparent, popular and participatory decision making.
- xviii) He or She should conduct him / herself in a manner that does not conflict with the society's vision, mission, policies, procedures, principles and standards
- xix) Ready to provide voluntary services to the society. Shall not receive salary for services to the society, however, he / she may subject to availability of funds receive refund of expenses incurred while performing work for the society, consistent with section 77 of the Act.

Still the required leader should be someone with the following qualities

- 1) Dedication and loyalty to the cooperative cause and the community at large
- 2) Trustworthiness and honesty
- 3) Good knowledge of the cooperative business model
- 4) Objectivity and fairness
- 5) Listening and consensus building
- 6) General business aptitude
- 7) Ability to make judgment on a wide range of cooperative issues
- 8) Good time keeping
- 9) Visionary
- 10) Good education

### 1.0 APPLICANTS PARTICULARS

Name: ..... Membership No .....

Date of Birth ...../...../..... Age ..... Marital Status: .....

Home Address: LC I/ Parish / Sub County / Division .....

Tel. Contact of Applicant .....Years of COOP membership .....

No. of Shares as at 31st Dec 2021 Ushs .....

Value of Savings as at 31<sup>st</sup> Dec 2021 Ushs .....

Outstanding Loan Balance as at 31 Dec 2021 Ushs .....

### 2.0 EMPLOYMENT FACTS

Occupation ..... Place of work .....

Name of Employer if any.....

Address of Employer ..... Mobile Tel No. 07.....

### 3.0 EDUCATION LEVEL (*Tick the appropriate*)

Did you attend school? Yes / No ..... if Yes specify below

University Degree ..... Diploma ..... Certificate ..... Other Specify ...  
 Qualification Field/Profession .....

**4.0 POSITION APPLIED FOR**

Which Committee is of Your Interest? Executive Committee ..... /Supervisory Committee .....

**a) Executive Committee (Tick the position of your Preference)**

Chairperson  Vice Chairperson   
 Treasurer  Secretary   
 Executive Committee Member

**b) Supervisory Committee (Tick your Preference)**

Chairperson  Committee Member

**5.0 LEADERSHIP OR RESPONSIBILITY HISTORY**

Do you hold OR have you ever held any position of responsibility in community, organization at Local or National level? Yes / No ..... if YES, fill the table below

Year	Organization	Position held	Roles played

**6.0** Have you ever been convicted of any offence in courts of law? Yes / No .....  
 if **yes**; briefly explain .....  
 .....  
 .....

**7.0** What is your anticipated contribution to the Cooperative?

1. ....

2. ....
3. ....
4. ....
5. ....

**8.0** What do you consider to be your strong points as a candidate?

1. ....
2. ....
3. ....
4. ....
5. ....

**Seconders / Referee**

No	Referees Name	Membership No	Tel. Contact	Signature
1				
2				
3				

**Declaration:**

I hereby declare that the information given above is true and complete in all respects

Applicants' Signature .....

Name of Applicant .....

Date of signing ...../...../.....

**Terms and Conditions:**

1. Your Submission of this application form does not guarantee your candidature.
2. Attach Photo Copy of the National Identity Card
3. Please where necessary, Provide supporting documents
4. This form must be returned not later than the set deadline

- 5. Vetting Committee will sit and consider the available applications as soon as the deadline for submission has expired.
- 6. Shortlisted Candidates List to be posted on the Society Notice Board
- 7. Receipt of petitions by the District Commercial Officer at Wakiso District Headquarters copied to the vetting committee chairperson at the society office to start as soon as the shortlisted candidates are posted and end after 14 calendar days.
- 8. Hearing of Petitions to be held on the day that will be communicated to the petitioners and the petitioned at the society offices
- 9. This form is provided to the applicant at a cost which is un refundable and receipted on the society's Official receipt

**For Official Use Only**

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