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FROM: DIRECTOR, ALUMNI RELATIONS & SPECIAL PROJECTS

TO: ALL KCA UNIVERSITY ALUMNI

DATE: 1st April 2025.

Dear KCA University Alumni,

SUBJECT: CALL FOR APPLICATIONS - ALUMNI ASSOCIATION BOARD VACANCIES

Greetings from KCA University. We are proud to have a vibrant and growing alumni community of over 25,000 accomplished professionals making an impact globally. As an institution, we deeply value the contributions of our alumni in shaping the future of our university and strengthening the professional networks that define our legacy.

In line with our continued commitment to fostering meaningful alumni engagement and institutional growth and in Pursuant of Section (7) of the Alumni Constitution we are pleased to invite applications for **six (6) vacant positions** on the KCA University Alumni Association Board. These vacancies arise due to board member end of tenure, creating an opportunity for dedicated alumni to step forward and contribute their expertise, leadership and vision to elevate our alumni network to new heights.

Available Positions:

i. **Chairperson (1 position)**

ii. **Five (5) Board Members (5 positions)**

To be considered for election, candidates must meet the following criteria:

i. Be an ordinary member of the Alumni Association in good standing for at least three years.

ii. Meet the requirements set forth in Section 9 of the Constitution, including nomination by at least twenty alumni from their representative group.

iii. Possess a solid professional background and networks that align with the strategic objectives of the association.

iv. Show willingness to serve and actively participate in board meetings and alumni-driven initiatives.

v. Demonstrate strong leadership skills, commitment and active involvement in alumni or community initiatives.

The application shall be submitted online via this link: https://forms.gle/9PHgQaCPS2JAAnLV7, which is also available on the KCA Alumni website. The application deadline is **Thursday, 10th April 2025, at 5:00 P.M.**

Applications will be vetted by an ad hoc independent committee appointed by the University Senate Committee in charge of Student Welfare (Section 9.5). The review process will be rigorous to ensure that only qualified candidates are presented for election at the upcoming **Annual General Meeting (AGM) on 26th April 2025.** Further details on the process are provided in the attached **Election Schedule, AAKCAU Constitution and Endorsement Form** (also available on the website).

WHY SERVE ON THE ALUMNI BOARD?

Joining the KCA Alumni Association Board is a prestigious opportunity to:

i. Influence the strategic direction of the association and university.

ii. Expand your professional network and collaborate with distinguished alumni.

iii. Give back to your alma mater and contribute to student and alumni success.

iv. Gain leadership experience and enhance your professional profile.

We encourage all eligible alumni to seize this opportunity to make a meaningful impact. For any inquiries, please reach out to our office at alumni@kcau.ac.ke or call +254773139041.

Together, let's build a stronger, more connected alumni community.

CPA Michael Ingutia,

Director, Alumni Relations & Special Projects

KCA University

ALUMNI ASSOCIATION OF KCA UNIVERSITY ELECTION SCHEDULE 2025

	Stage	Process	Responsibility	Deadline / Date
1.	Election Notice	Announcement of AGM and Official election notice sent to members	Secretary of the Alumni Association	5th April 2025 (at least 21 days before AGM)
2.	Nomination Period	Members submit nominations with 20 alumni supporters	Alumni Secretariat	6th - 11th April 2025
3.	Vetting of Nominees	Independent committee reviews and approves candidates	Ad hoc Vetting Committee	12th - 13th April 2025
4.	Final List of Nominees Released	Official list of vetted candidates is shared with members	Alumni Secretariat	14th April 2025
5.	Campaign Period	Candidates can campaign and engage with alumni	Candidates & Members	15th - 24th April 2025
6.	Election at AGM	Voting for Board members	Alumni Secretariat	26th April 2025 (AGM Day)
7.	Submission to University Senate	Elected Board members' names sent for appointement.	Alumni Secretariat	27th - 30th April 2025
8.	New Alumni Board Members Appointment	Elected Board members formally appointed	Vice Chancellor and CEO	1st May 2025
9.	New Board Takes Office	Official transition and handover	Outgoing & Incoming Board	1st May 2025