



KENYA INSTITUTE OF SUPPLIES MANAGEMENT

“Promoting Professionalism in Supply Chain Management”

KISM Tower, 12th Floor | Ngong Road | P.O. Box 30400-00100 NBI, Kenya

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Office of the Secretary/Chief Executive Officer

KISM/CEO/REGIONAL/VOL.II/2/002

10th June, 2024

OPERATIONALIZATION OF THE KENYA INSTITUTE OF SUPPLIES MANAGEMENT (KISM) REGIONAL CHAPTERS

Dear Distinguished Members,

The Institute hereby announce the approval of the Regional Chapter Governance Policy by the Council after conclusion of public participation. The Policy provides a framework for creating and operating Regional Chapters of the Institute. The KISM Council invites interested members to form Regional Chapters in their respective regions, following these steps:

- 1. Formation of Local Members Associations;** - Members are encouraged to establish local members associations, known as Regional Chapters, to be led by a Chapter Chairman, Vice Chairman, Secretary, Continuous Professional Development Convener or Coordinator of Member Welfare, and a Youth Representative.
- 2. Proposal for Regional Chapter Formation;** - Once a Chapter reaches a minimum membership of one hundred (100), a draft proposal to create a Regional Chapter shall be submitted to the Institute proposed by one (1) member, seconded by another, and signed by at least fifty (50) members in good standing for the year ending 31st December 2024, to the Secretary/Chief Executive Officer. The template attached herein shall be utilized in the abovementioned request.
- 3. Review and Approval Process;** - The Secretariat will review membership data and propose numbers based on actual county representations. The proposal will undergo scrutiny by the relevant Council committee, followed by approval by the KISM Council to ensure alignment with existing Regional Chapters. The Secretariat will communicate promptly to the Chapter on the Council’s approval.
- 4. Members Meeting for appointment of Interim Officials;** - There shall be members meetings where interim office holders shall be elected to facilitate the establishment of the Chapter.



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5. **Interim Office Responsibilities;** - Interim officials shall develop an Annual Work Plan, including Committees, proposed CPD events, Annual General Meetings, and Regional Chapter Executive Committee meetings. They shall be required to submit quarterly reports using the Regional Chapter Performance Matrix outlined in the Policy document.
6. **Election of Regional Chapter Officials;** - The first Annual Members Meeting will elect officials as per the Policy.

The Institute encourages interested members to express their intent to form Regional Chapters and actively engage in this initiative. This presents a remarkable opportunity to contribute to the growth and development of the Institute at the regional level to facilitate ease of access and better service delivery.

KISM shall be engaging members within the regions beginning **June 2024** for purposes of providing a forum for discussion and capacity building on the policy within the Chapters. Members shall be informed from time to time on the meetings and any new developments.

A proposal to form a Regional Chapter, together with a Memorandum of Reasons, proposed Regional Chapter boundaries, and a duly filled and signed list of the proposer, seconder, and fifty (50) supporters valid during the year 2024, should be sent to via **Email; regional@kism.or.ke** on or before **15th July, 2024**.

Looking forward to your active participation and support in this endeavor.

Yours sincerely,

Kenneth Matiba

SECRETARY/CHIEF EXECUTIVE OFFICER