



KUPPET NATIONAL GOVERNING COUNCIL WELFARE GUIDELINES

Part I

Due to the challenges teachers face during times of bereavement, it was found fit for branches to start Burial and Benevolent Funds. However, challenges in the management of this fund called for policy Guidelines.

1. NGCW shall intervene in finding solutions to challenges facing BBF management in the branches.
2. NGCW shall monitor the running of BBF to ensure smooth performance.
3. NGCW shall open a window to receive complaints and challenges from branches that are BBF based that will be addressed to the chairman.
4. NGCW shall be impartial when handling BBF issues.
5. The scope of BBF shall cover the nuclear family and at most two parents.
6. The financial benefit shall be categorised as indicated in the table below:-

Deduction	Ksh 100 categories	Ksh 150 categories	Ksh 200 categories
Principal member	Ksh 20,000-40,000	Ksh 30,000-50,000	Ksh 40,000-60,000
Spouse	Ksh 20,000-40,000	Ksh 30,000-50,000	Ksh 40,000-60,000
Child	Ksh 10,000-30,000	Ksh 20,000-35,000	Ksh 30,000-40,000
Biological parent	Ksh 10,000-20,000	Ksh 15,000-25,000	Ksh 20,000-40,000

NB: Some amount could be given during fund raising or burial preparation time. **Branches shall customise the benefits according to their financial status and other BBF related projects.**

7. Individual branches shall formulate tools that will prevent fraud from members during claims.
8. The branches shall appoint an auditor who shall be appointed each consecutive year during the annual general meeting. The auditor shall not be an office bearer or a delegate of the scheme.
9. A special general meeting may be held under the direction of BEC.
10. Each branch is autonomous in the management of BBF. However, the NGCW may come in where mismanagement is noted.
11. All members of staff in the branches and national office shall also make their contribution which will be in tandem with the categories.
12. Allowances shall only be given during BBF meetings to members who attend such meetings and any other related to burials.
13. All BBF delegates shall be nominated and vetted by the BGC led by the Executive Secretary who will also ensure sub county balance.
14. The BBF committee shall remain subordinate to BEC and shall **NOT** conduct any activity without the mandate of BEC.

Part II

Governance and management of the scheme

A) BBF Executive Committee shall consist of:

- Three delegates nominated from the sub-counties
- BEC Executive Committee i.e., Chairman, Treasurer and Executive Secretary. The three are mandatory signatories.

B) Central management committee (C.M.C.)

- Shall be composed of all nominated delegates, BBF executive committee and one member nominated by BGC.
- The BEC Chairman and Treasurer shall serve on the same roles while C.M.C members will nominate the secretary.
- All delegates must be TSC registered and with ability to contribute to BBF through check off system.
- C.M.C meetings shall be held three times a year, i.e., one per every school term.

Part III

Duties of the office bearer

1. The Chairperson

The Chairperson shall preside over all committee and general meetings of the scheme. In case of a tie of votes at any meeting he/she shall have the veto vote.

2. The Secretary

- Shall be responsible for writing and recording the minutes of the meetings.

3. The Treasurer

- Keep records of income and expenditure of the scheme
- Prepare trial balance of the scheme for the general meeting
- Present audited accounts to members during the general meetings.

Branch Executive Secretary/Patron

The Executive Secretary shall coordinate all activities of the scheme in liaison with the respective delegates. By virtue of his/her office, he/she shall be responsible for queries from the office of the Registrar of Trade Unions. On that understanding, he/she shall guide on the best practice of fund management.

Commencement

These Guidelines take effect immediately.

Akelo M. T. Mjori

SECRETARY GENERAL

