

**MINUTES OF THE JKUAT DEBATE CLUB COMMITTEE HELD ON 12/09/2017 AT THE STUDENTS' CENTRE
FROM 3:00PM-5:00PM**

PRESENT

Miriam Rioba-----Chairperson

Maxwell Okumu -----Vice chairperson

Molly Jael-----Organizing Secretary

Moses Wangwa-----Former Organizing secretary

APOLOGIES

Ruth Oloo-----Treasurer

ABSENT

Erick Muchai-----Communication and PR

AGENDA

1. Club registration
2. Familiarizing with official roles
3. Tournaments and competitions
4. Club activities calendar
5. Advertisement and publicity
6. Miscellaneous

1. REGISTRATION

- Each new member should contribute registration fee of KSH150/=
- Members of the club should pay membership fee of 100/= per semester
- Club minutes and records to be sought by end week to assist in registering the club
- Process of registering the club to start immediately
- Signatures of at least 25 active club members to be collected
- The club constitution to be presented by the former club chairperson

2. FAMILIARIZING WITH OFFICIAL ROLES

CHAIRPERSON

- i. Convene and co-chair the annual general meeting and other meetings of the club together with the Vice chairperson.
- ii. Represent the society externally.
- iii. Work with the patron to source external funding.
- iv. Be the spokesman of the club.
- v. Assign duties to committee members if need arises.
- vi. Be a signatory to all documents pertaining club activities.

Vice chairperson

- i. Chair meetings in the absence of the chairperson.
- ii. Be in charge of discipline and work in collaboration with public relation officers of the university.
- iii. Represent the society internally.
- iv. Be a signatory to the club account withdrawals.

Organizing secretary

- i. Keep all records, documents, files, reports and office stationery.
- ii. Come up with agendas for the meetings.
- iii. Circulate relevant information to the members.
- iv. Be a signatory to all incomes and withdrawals into and out of the club's treasury.

TREASURER

- i. Keep and maintain all club accounts.
- ii. Ensure that accounts are ready and available to members during the Annual General Meeting.(AGM)
- iii. Be a signatory to every withdrawal and incomes from the club's account.
- iv. Together with the office bearers prepare the club's budget at the start of the year.
- v. A subcommittee under the docket of finance shall be formed every semester comprising of a minimum of 5members and maximum of 7members comprising of the chapter's members on a voluntary or appointment basis. The committee will be in charge of Fund mobilization.
- vi. Finance secretary will be the overseer of the activities undertaken by the Fund Mobilizing committee.

COMMUNICATION AND PR

- i. Disseminate all the information about the society so as to create awareness of the society's mandates. Dissemination will be carried out within the society and outside the society using different methods and Medias.
- ii. Conduct recruiting of new members to the society
- iii. The communication officer will be in charge of the society's social media platforms i.e. Facebook account, Twitter account, Instagram account, YouTube Channel, Societies blog.
- iv. A select committee will be formed on a voluntary basis, every semester comprising members of the society. The committee will undertake different mandates of dissemination i.e. running of the social media platforms.

3. Tournaments and competitions

- Training to be conducted on both British and mjadala systems
- Emphasis on the following topics: Human rights and education

SDGs

Climate change

Insurance

Emerging issues and current affairs

4. Club activities calendar

- The club activities will commence with the first meeting scheduled for Tuesday 18th September 2017
- The following club activities to be planned for other than tournaments and competitions:
 - Retreat
 - Bonfire/camp
 - Blitz(bongo challenge)
 - Dinner
- Each of the events above to be tethered to a theme for discussion and various learning points
- Each committee member to spear head at least one event

5. ADVERTISEMENT AND PUBLICITY

- Poster to be put up advertising the club and club activities
- Social media accounts i.e. Instagram and Facebook to publicize the league
- A club logo to be designed

6. MISCELLANEOUS

- A change of venue to be effected for convenience
- New venue to be chosen between CLB and NCLB

The meeting was adjourned to Tuesday September 19th

Minutes prepared by Maxwell Okumu

