

# KENYA YOUTH MENTORSHIP ASSOCIATION

## KYMA Departmental Roles and Responsibilities

### **1. Monitoring and Evaluation Department**

1. Track and assess the performance of all KYMA programs and activities.
2. Develop tools for data collection and impact measurement.
3. Prepare quarterly and annual performance reports for the presidency.
4. Identify areas for improvement in departmental operations.
5. Ensure transparency and accountability in all KYMA initiatives.
6. Work with departments to set measurable goals and targets.
7. Present evaluation findings to inform future strategic planning.

### **2. Mentorship, Guidance, and Counseling Department**

1. Develop mentorship frameworks for schools, colleges, and communities.
2. Train mentors and counselors under KYMA standards.
3. Offer counseling sessions to youth facing academic or personal challenges.
4. Promote moral integrity and responsible living among members.
5. Collaborate with faith-based and educational institutions for youth programs.
6. Design mentorship materials and handbooks.
7. Monitor the progress of mentees and provide follow-up support.

### **3. Leadership and Training Department**

1. Organize leadership and personal development training for KYMA members.
2. Develop leadership curricula aligned with KYMA's vision and values.
3. Identify and nurture emerging young leaders across counties.
4. Facilitate workshops and capacity-building forums.
5. Collaborate with external trainers and partners.
6. Evaluate leadership programs' effectiveness.
7. Promote servant leadership, excellence, and ethical conduct.

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## 4. Treasury Department

1. Manage KYMA's financial resources and ensure accountability.
2. Develop and oversee the association's budget.
3. Maintain accurate financial records and statements.
4. Ensure timely financial reporting to the presidency.
5. Mobilize funds through partnerships and fundraising initiatives.
6. Supervise financial transactions across all KYMA levels.
7. Advise the leadership on prudent financial management.

## 5. ICT and Media Department

1. Manage KYMA's digital platforms and online presence.
2. Oversee branding, communications, and social media strategies.
3. Develop and maintain the official website and database.
4. Design digital content, publications, and event coverage.
5. Provide IT support for virtual meetings and data systems.
6. Ensure cybersecurity and data protection.
7. Document and archive KYMA's activities and success stories.

## 6. Innovation and Technology Department

1. Promote creativity and technological innovation among youth.
2. Support research and youth-driven tech projects.
3. Partner with institutions for innovation hubs and incubators.
4. Organize competitions and exhibitions to showcase ideas.
5. Train members in emerging technologies and entrepreneurship.
6. Identify technological solutions to community challenges.
7. Encourage STEM-related mentorship programs.

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## **7. Community Service Department**

1. Organize community outreach and volunteer initiatives.
2. Promote civic responsibility and active citizenship.
3. Partner with local governments for social impact projects.
4. Coordinate humanitarian and charity drives.
5. Mobilize youth for clean-up, tree planting, and local support programs.
6. Recognize outstanding community service contributors.
7. Promote unity, peace, and social inclusion through service.

## **8. Mental Health and Awareness Department**

1. Conduct awareness campaigns on mental health issues.
2. Offer psychological support and referral services.
3. Train peer counselors and ambassadors on mental wellness.
4. Collaborate with professionals to host mental health forums.
5. Monitor and respond to members' emotional and psychological needs.
6. Promote healthy coping mechanisms among youth.
7. Develop materials on self-care, resilience, and well-being.

## **9. Department of Faith and Moral Guidance**

1. Promote spiritual growth and moral values among members.
2. Coordinate devotion sessions, prayers, and spiritual retreats.
3. Offer moral guidance aligned with godly principles.
4. Collaborate with faith institutions for mentorship partnerships.
5. Develop moral education materials for KYMA programs.
6. Ensure all activities uphold KYMA's god-fearing vision.
7. Counsel members on ethical decision-making and integrity.

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## 10. Department of Environmental Stewardship and Sustainability

1. Promote environmental education and awareness among youth.
2. Coordinate tree planting and clean-up campaigns.
3. Advocate for sustainable practices in communities and institutions.
4. Partner with organizations on climate and conservation programs.
5. Train youth in green innovation and eco-friendly initiatives.
6. Monitor KYMA's environmental impact and sustainability practices.
7. Lead environmental celebrations such as World Environment Day.