
KENYA YOUTH MENTORSHIP ASSOCIATION (KYMA)

OFFICE OF THE PRESIDENT

“Inspiring Visionary, Responsible, and God-fearing Generation”

HQ: USA/Nairobi, Kenya | Email: info@kyma.or.ke | Tel: +1 801 3195465 | Website: www.kyma.or.ke

Internal Memo

October 20th, 2025.

Key important structures of the organization.

The following are things to consider in KYMA.

1. The Vision of KYMA will align with the spirit of PMAK, moving on our Vision will be:
KYMA Vision: *Building a disciplined generation that is self-driven, successful and can go to heaven.*
2. The mission remains the same: **KYMA Vision:** KYMA exists to provide mentorship, guidance, and opportunities for youth and students to grow in character, leadership, innovation, and career readiness through structured programs, partnerships, and community engagement.
3. **University Chapters:** Due to complexity of the organization. Theres needs to manage the crowd. Therefore, moving on we will have University units, we will call them **KYMA Universities& College chapter/s.** Example, KYMA UoN Chapter. KYMA JKUAT Chapter etc. Each chapter will have the following organizational structure. Patron(optional) Campus or University representative, Sec gen and vice, secretary and vice, treasurer, organizing sec and vice, representative of PWDs, Head of Media and recruitment officer. All

leaders should be vetted and approved by the CEC. Appointment letters will be issued by the president upon approval. Term of leadership for campus leaders is 2 years renewed through elections/appointments. Campus representative must be a second year and above. All leaders must undergo compulsory training to align with the vision pf the organization. And must be adhered to the rules and policy of the organization. The sec gen should roll out the circular on the recruitment and establishment of chapters. All chapter's leaders and members must be a member of a department in the national structure. Duties, roles and responsibilities of chapters must align with the national framework.

4. **High school chapters:** through the department for mentorship, guidance and counseling. We will establish high school clubs / chapters. We will call them High school and primary school chapters, KYMA Limuru Girls chapter, KYMA Maseno school chapter, KYMA Moi forces academy chapter etc. leadership will comprise of: the Patron(Head of school) two HODs appointed by the head of school, school representative (chairperson), Sec gen and vice, secretary and vice, treasurer, organizing sec and vice, representative of PWDs, Head of Media and recruitment officer.
5. **Regional, county chapters and constituency:** these chapters will be established soon, the frameworks will be shared.
6. We are targeting to recruit 4Million people in this organization. All members mut be given reg numbers and membership cards. All members must undergo **module 1** training which is compulsory and should not last more than 30 days.
7. **Module 2,** (24 days) should be offered to our experts and members who want to be involved in our activities. **Module 3** (18 Days) will be offered to our ToTs. All modules must happen within one year. All modules must be certified and are free for registered members.

8. The organization will serve 10 departments, namely: Monitoring and Evaluation Department. Mentorship, Guidance, and Counseling Department. Leadership and Training. Treasury Department. ICT and Media Department. Innovation and Technology Department. Community Service Department. Mental Health and Awareness Department. Department of Faith and Moral Guidance. Department of Environmental Stewardship and Sustainability. Each department should have a leadership of five members, Director(chairperson), vice chair, secretary, coordinator and Ass coordinator. Theis is accepted in the ICT dept which will have two ass directors and two coordinators. Treasury which will have an assistance and three accountants, Monitoring and evaluation which will have the patron (president), Director(chair) Vice Chair, (vice president) and three auditors.
9. The office of Sec Gen will have two assistants, and the office of org sec will have two assistants. Gender must be observed in all sectors. The representation with PWDs should be given priority.
10. All departments and leaders should submit weekly reports to the presidency and cc Vice president, and sec gen.(compulsory) this applies to all leaders except the president and Vice president.

Kindly take note of the above. I love you all and I believe in your abilities. Let's make KYMA greater and world-shaking organization.

