

TANA RIVER  
**GREEN HEART INITIATIVE**

# **POLICY AND PROCEDURE MANUAL**

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## SCOPE OF THE PROCEDURES

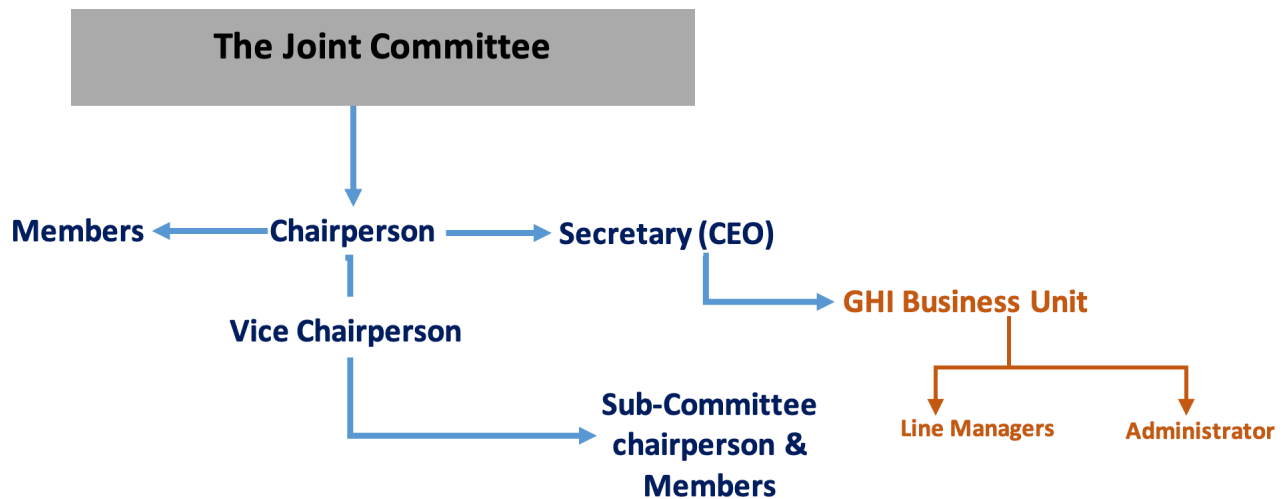
Unless relevant laws and regulations of the County Government of Tana River provide otherwise, the GHI Joint Committee meetings shall be conducted in accordance with this Policy and Procedure Manual of the GHI Joint Committee.

### 1.0 INTRODUCTION

The Green Heart Initiative is led by a decision-making body called the **Joint Committee**, which is constituted under the powers and regulations of the Tana River County Government. Its membership comprises gazetted officials of the County Government and representatives of the many stakeholder groups within the Tana River Delta.

The Joint Committee is supported by the **GHI Business Unit**, which acts as its secretariat and conducts the day-to-day business of running the Green Heart Initiative on the Committee's behalf.

### 1.1 THE GHI MANAGEMENT STRUCTURE



### 2.0 COMPOSITION

The GHI committee shall comprise the County Government of Tana River line department executive committee members and/or directors and the representatives of the stakeholders from the Tana Delta.

The joint committee shall be headed by a chairperson, who is assisted by the vice chairperson. The GHI Chief Executive Officer shall be the secretary.

The chairperson must be an employee of the County Government of Tana River, and the vice chairperson must represent the stakeholders.

The Joint Committee will be administered by the Committee Secretary, who will be appointed by the Governor. The Committee Secretary will ensure that all Committee business is conducted in accordance with the relevant rules and regulations and will prepare agendas and minutes of all meetings.

### **3.0 APPOINTMENT**

The members of the GHI joint Committee shall be appointed by the Governor of the County Government of Tana River through a gazette notice to be published and circulated widely.

The line departments shall nominate one member to the joint committee, preferably an executive committee member and/or the director. On the other hand, the representative cooperatives registered and recognized by the GHI under the Cooperation Agreement shall nominate their chairperson during their respective AGM. The cooperatives representing the following groups shall have a representative in the Joint Committee;

- a) Farmers
- b) Livestock Keepers
- c) Bee Keepers
- d) Fisher folks

The nomination letters shall be addressed to the governor for their subsequent appointment.

### **4.0 FUNCTIONS**

The joint committee is mandated to discharge the following functions;

- a) Ensure efficient use and management of the GHI physical, human and financial resources
- b) Develop and approve policies of the GHI
- c) Develop and approve strategies, investment plans and development plans of the GHI
- d) Review appraisals and performance
- e) Discharge of the line managers
- f) Handle disciplinary issues
- g) Review the financial statements, risks mitigation measures and internal controls.

### **5.0 DISCHARGE OF FUNCTIONS**

The Joint Committee's primary functions are to set the policy framework for the Green Heart Initiative, provide instructions to its executive arm, which is the Green Heart Secretariat and monitor the work of the Secretariat.

The Joint Committee shall discharge their functions through full committee meetings and (where authorized by the full committee) through sub-committee meetings.

### **6.0 SUB-COMMITTEES**

The full Joint Committee will conduct the majority of business, but where specific technical issues and concerns are raised, these matters may be deferred to sub-committees. This step will only be taken when the need arises to minimize unnecessary expenses.

Sub-committees will be appointed by special resolution of the full Joint Committee and shall be established for a maximum period of two years, subject to renewal where appropriate. Sub-committees shall constitute members of the Joint Committee and elect a chairperson, vice chairperson and secretary.

Each sub-committee shall constitute not fewer than five and not more than seven members of the Joint Committee.

In discharging the work of Sub-committees, line managers and/or external experts may be invited as technical experts to assist and inform the members during discussions.

## **7.0 MEETINGS**

The Joint Committee shall meet three times a year at the GHI offices or any other venue convenient for all the members. Emergency meetings may be called (at the request of the chairperson and vice chairperson) to handle urgent issues of the GHI.

The Joint Committee meetings shall be convened and presided over by the chairperson of the Joint Committee. If the chairperson is absent, the vice chairperson shall preside on behalf of the chairperson. If the vice chairperson is also absent, the chairperson shall appoint a member to act on his behalf. In the absence of such a member appointed by the chairperson, members shall elect a member amongst themselves to exercise such powers of the chairperson for that meeting.

## **8.0 NOTIFICATION OF MEETINGS**

The Committee meeting shall be convened upon written meeting notice fourteen days prior to the meeting, indicating the agendas, place, date, and time of the meeting.

The agendas of the meeting shall be decided by the chairperson and related materials, which shall be communicated effectively by the secretary via the notice.

## **9.0 SUBJECT MATTER OF THE MEETING**

The Joint Committee will hold one meeting before the start of the Financial Year in order to agree a programme of work and budget for the year ahead.

The second meeting of the Committee will consider progress on the work programme deliverables and financial expenditure.

The regular joint committee meetings shall entail the following items;

- a) Reports, which include minutes of previous meetings, financial reports, internal audit reports, project implementation status reports and any other important report emanating from previous resolutions.
- b) Discussions, which include items reserved by the previous meeting and those of the current meeting; and,
- c) Special motions.

## **10.0 QUORUM**

The quorum of the meeting shall consist of two-thirds of the members of the Joint Committee. If less than two-thirds of the members are present by the time of the meeting, the chairperson shall extend the meeting time. If the quorum is not achieved, the chairperson shall postpone the meeting. A full meeting of the Joint Committee can only be postponed for a maximum of two weeks. If a new meeting date and a quorum are not achieved within this time scale, the chairperson shall convene the meeting with present members according to section 7 of this policy and procedure manual.

## **11.0 MODE OF MEETINGS**

Meetings shall be held in person with members present. However, meetings may be held virtually in exceptional circumstances (with travel constraints).

## **12.0 VOTING**

A majority vote of the members shall take all formal decisions and resolutions of the Joint Committee. The chairperson shall call members to vote by one of the following methods:

- a) By show of hands
- b) By voicing, or
- c) By casting a ballot, where the chairperson shall appoint one member to preside over the voting and count the ballots cast.

## 13.0 EXECUTION

The secretary will draft the meeting agendas and handle other administrative matters of the Joint Committee.

The minutes of the meeting shall also be recorded by the secretary of the Joint Committee, who will accurately record the following proceedings of the meeting;

- a) The date, time and venue of the meeting
- b) The name of the chairperson
- c) The names of those present, on leave and absent
- d) The names and titles of the line managers and other non-members in attendance
- e) The items reported
- f) The items discussed and resolutions made
- g) The special motions discussed

The recorded minutes shall be signed by the chairperson and distributed to each member within 21 days after the meeting, and archived in the GHI records throughout the life of the GHI.

The attendance signing booklets shall be part of the minutes to be recorded and archived throughout the life of the GHI.

The GHI secretariat shall carry out the execution of the resolutions of the Joint Committee.

## 14.0 THE GHI BUSINESS UNIT

A business unit comprising a CEO, line managers, and support staff will support the Joint Committee's activities.

**The CEO:** The Unit will be led by a CEO with appropriate business management skills and qualifications and the proven ability to engage with funding partners, potential and existing investors, entrepreneurs, and sustainable development companies. The CEO will be answerable through the Joint Committee Chair, Vice Chair and Full Committee.

**The Line Managers:** The line managers will perform the functions of a project manager, who shall be responsible for project development, construction, work programming, estate management, and related fields and will assist all potential and existing investors and companies in achieving their objectives.

**Administrator:** The administrator will have skills in finance, book-keeping, and human resource management and will act as the first point of contact for all interested parties

**Receptionist and Telephonist:** This post will require a competent operator who can maintain all essential links with other parties over the telephone, the Internet, social media, and in face-to-face meetings with clients.

## 15.0 EFFECTIVE DATE AND AMENDMENT

These procedures of the Joint Committee shall be effective from \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_. Any amendment of these procedures shall be approved by the Joint Committee.



