



MBARARA HIGH SCHOOL OLD BOYS ASSOCIATION (MHOBA)

Roles, Functions and Eligibility Requirements for Finance Secretary Instrument.

January 30, 2026.

I. Background

Mbarara High School Old Boys Association (MHOBA) brings together the Alumni of Mbarara High School. The overall goal of the Association is to build a strong, active, dominant and prosperous alumni community. The driving motivation of the Association is to harness our togetherness and solidarity to champion Mbarara High School's excellence in academics and co-curricular activities, promote solidarity among our alumni community and pursue collective investments and business for the benefit of our members and society.

Established in 1911, Mbarara High School is estimated to have an alumni community in the excess of 10,000 old boys. As a community, we are organized at two level. At a general level, Mbarara High School Alumni Connect is a platform that connects all Bulls that passed through Mbarara High School for their education. We are invested in building a comprehensive interactive database that enables us to reach all the Bulls wherever they are around the world. At a specific level, Mbarara High School Old Boys Association (MHOBA) is an association of all the alumni that opt to pay regular subscriptions to finance the Association operations.

MHOBA is driven by a commitment of members to build a frontier alumni association that is run and operated in accordance with international corporate governance principles. This instrument describes the roles, functions and eligibility requirement for persons seeking to be elected for appointment as Finance Secretary as provided for under clause 25 of the Memorandum & Articles of Association.

II. General Description

The position of Finance Secretary is the cornerstone of MHOBA's commitment to become a frontier alumni association built around financial independence,

autonomy and sustainability. This position serves covers both the strategic and day-to-day financial operations of the Association. At a strategic level, the Finance Secretary is responsible for developing and leading on the implementation of the Association's strategy to mobilize financial, material and other resources to support the implementation of the Associations programmes and businesses. Secondly, the Finance Secretary is responsible for overseeing the development of appropriate financial policies and procedures necessary for the proper management of the Association's financial resources and assets. Thirdly, the Finance Secretary is responsible for coordinating and overseeing the financial operations of the special purpose vehicles (SPVs) and special programmes and projects of the Association. At the operational level, the Finance Secretary oversees the work of the fiancé team responsible for the day today financial operations of the Association.

III. Roles, responsibilities and indicative performance expectations

Without prejudice to the general description above, the Finance Secretary of MHOBA shall have the following roles, responsibilities and performance expectations.

3.1. Developing and overseeing the implementation of the Association's strategy to mobilize financial, material and other resources.

- 3.1.1. Provide thought leadership and lead the work of the ExCom regarding the the development of a medium to long-term financial resources mobilization strategy for the Association.
- 3.1.2. Oversee the implementation of a financial resources mobilization strategy and the attainment of agreed financial resources mobilization targets.
- 3.1.3. Provide periodic reporting and updates to the ExCom on the financial resources mobilization strategies and targets as set out in the strategy.
- 3.1.4. Develop appropriate revenue sources, including annual subscriptions, grants, donations, stock options or any other revenue sources and lead the ExCom efforts in mobilizing funding to finance the operations of the Association.

3.2. Oversee the development of appropriate financial policies and procedures necessary for the proper management of the Association's financial resources and other assets.

- 3.2.1. Coordinate and oversee the development of appropriate financial policies and procedures for consideration and approval by the ExCom.
- 3.2.2. Ensure that the day-to-day operations of the Association conform to the financial policies and procedures adopted by the ExCom and approved by the Annual General Meeting.
- 3.2.3. Ensure that applicable financial policies and procedures are regularly reviewed based on practice and proposals for modifications or amendments presented to the ExCom for appropriate action.

3.3. Coordinate and oversee the financial operations of the Special Purpose Vehicles (SPVs) and special programmes and projects of the Association.

- 3.3.1. Maintain an up-to-date register of all Special Purpose Vehicles, special programs and special projects of the Association and where applicable the relevant share or other stock of the Association.
- 3.3.2. Prepare and prepare for the ExCom a detailed account and performance of the share or other stock of the Association held in such SPVs, programmes or projects.

3.4. Oversee and advise the Secretariat of the Association regarding the day-to-day financial operations of the Association.

- 3.4.1. Ensure that the Secretariat maintains up-to-date record of financial transactions, keeps proper books of accounts and ensures the integrity of the Association's banking transactions.
- 3.4.2. Oversee the preparation of medium to long-term financial projections of the Association and its SPVs, programmes and projects.
- 3.4.3. Oversee the preparation of the Association annual budgets and develop appropriate revenue mobilization strategies to achieve set revenue and expenditure projections and targets.

- 3.4.4. Ensure that appropriate financial statements are prepared on a periodic and timely basis and presented to the ExCom as appropriate.
- 3.4.5. Oversee the preparation of annual audited financial statements and present them to the ExCom and the Annual General Meeting as appropriate.

IV. Eligibility requirements for the position

The Finance Secretary is a highly organized person with impeccable integrity, leadership qualities and skills to design medium to long-term financial projections and revenue mobilization strategies. The ideal candidate is a thought leader or an ideas person capable of originating documents such as programme concept notes, grant applications, bid proposals or mobilizing regular subscription payments and other contributions from the Alumni and associates.

Subject to clause 25 of the Articles of Association, a member offering himself to be elected and appointed to the position of Finance Secretary should:

- a) Be a fully subscribed member of MHOBA in good standing at the time of seeking nomination for the office.
- b) Have been a subscriber to the association for a minimum period of 3 consecutive years and have at least accumulated not less than 1000 points under the MHOBA Redeemable Points Rewards Programme (MRPRP)
- c) Have strong financial resources mobilization skills and financial management experience.
- d) Be high innovative in designing business and revenue models that focus on financial independence and sustainability.
- e) Possess excellent written and verbal communication skills.
- f) Be respected among the alumni community, the Association or among his peer group.
- g) Be committed to the values of integrity, accountability, respect for time and solidarity.

V. Term of office

Consistent with and subject to the Memorandum and Articles of Association, the term of office of General Secretary is for a period of 2 years. In case of a byelection, the appointed person serves only the remaining period of the Executive Committee.

VI. Facilitation and emoluments

The operating principle is that MHOBA ExCom members serve on a voluntary basis and therefore executive committee positions do not attract payment of salaries or other emoluments. The following principles apply regarding facilitation and emoluments for members:

- a) The Finance Secretary position is a volunteer position and hence requires a member who is driven by passion, conviction and commitment to serve the best interest of the Association and its members.
- b) The Executive Committee shall, through the Association's annual budget, make provisions for the necessary financial and other resources, budget, and administrative support to cover the operational expenditures associated with the functions of the finance secretary.
- c) Subject to availability of funds, the person serving as finance secretary may be reimbursed for all reasonable expenses incurred in the pursuance of the tasks described in this instrument.
- d) The Executive Committee may, at its discretion and within the limits of the approved budget of the association, pay a person holding the office of finance secretary for any tasks performed beyond the scope of what is reasonably considered voluntary work. Such tasks may include but shall not be limited to: producing concept notes, preparing grant applications or other products assigned by the ExCom.

VII. Accountability and Reporting

The Finance Secretary is accountable to the ExCom in the exercise of his responsibilities.