



MBARARA HIGH SCHOOL OLD BOYS ASSOCIATION (MHOBA)

Roles, Functions and Eligibility Requirements for General Secretary Instrument.

October 12, 2025.

I. Background

Mbarara High School Old Boys Association (MHOBA) brings together the Alumni of Mbarara High School with the overall goal of building 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 General Secretary as provided for under clause 25 of the Memorandum & Articles of Association.

II. General Description

The position of General Secretary is at the core of the governance of any 21st century alumni association that MHOBA aspires to be. At a basic level, the

General Secretary, acting under the direction of the ExCom and the Chairman, is responsible for organizing the meetings of the ExCom, the General Meetings, providing overall leadership in organizing any events of the Association, as well as membership recruitment and servicing. At the operational level, the General Secretary oversees the day-to-day operations of the Secretariat and ensures that corporate governance and efficiency standards are observed by all structures and levels of governance of the Association. At a strategic level, the General secretary is part of the thought leadership team or the Braintrust of the Association invested in generating new growth ideas, building partnerships with other alumni associations or like-minded entities, and supporting the fundraising and resource mobilization efforts of the Association.

III. Roles, responsibilities and indicative performance expectations

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

3.1. Organization and management of meetings and other events of the Association.

- 3.1.1. Organize all ExCom and General Meeting as required by the Articles of Association and coordinate the organization of any other events of the Association.
- 3.1.2. Ensure timely and accurate production of minutes of meetings or notes and reports of any events organized by the Association.
- 3.1.3. Track and regulatory report to the ExCom the status of implementation of decisions made by the ExCom and the General Meeting or other appropriate organs of the Association.

3.2. [Oversee and ensure the efficient operations of the Secretariat](#)

- 3.2.1. Oversee the development of performance and productivity standards for the staff of the secretariat and present them to the ExCom for approval.
- 3.2.2. Ensure that the performance and productivity standards for secretariat staff are complied with.

3.3. [Regulatory Compliance and standards](#)

- 3.3.1. Ensure that all statutory and other compliance obligations of the Association are complied with.
- 3.3.2. Be the liaison person between the Association and government regulatory agencies.
- 3.3.3. Identify and guide the ExCom on pursuing international standardization requirements relevant to boosting the international competitiveness of the Association.

3.4. [Membership growth and member servicing](#)

- 3.4.1. Develop strategies for membership growth and guide the ExCom actions on accelerating membership growth and advising on annual membership growth targets.
- 3.4.2. Maintain and ensure the register or databases of members is updated on a regular and timely basis.
- 3.4.3. Develop appropriate strategies for ensuring effective servicing of members including timely communications, member recognitions, rewards and awards.

3.5. [Ideation and growth of the programme of work](#)

- 3.5.1. Conceive and prepare programme ideas and present them to the ExCom for consideration and development.
- 3.5.2. Identify potential funders and participate in preparing funding proposals or applications to raise funds for the Association.
- 3.5.3. Ensure overall coordination of the programme of work of the association.

IV. Eligibility requirements for the position

The General Secretary of MHOBA is a proficient writer, a highly organized person, keeps time religiously and is a stickler to detail. The ideal candidate is a thought leader or an ideas person capable of originating documents such as programme concept notes, policy memos, fundraising proposals and any other forms of communication that constitute the intellectual resources of the Association.

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

- a) Be a fully subscribed member of MHOBA in good standing at the time of seeking nomination for the office.
- b) Have strong organizational, documentation and record keeping skills.
- c) Possess excellent written and verbal communication skills.
- d) Have abilities to coordinate diverse stakeholders and negotiate consensus on strategic actions.
- e) Be respected among the alumni community, the Association or among his peer group.
- f) 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. The following principles apply regarding facilitation and emoluments for members:

- a) The General Secretary position is a volunteer position and hence requires a member who is driven by passion, conviction and the serving 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 a general secretary.
- c) Subject to availability of funds, the person serving as general 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 general 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 project proposals and or funding applications, or relevant research outputs or products assigned by the ExCom.

VII. [Accountability and Reporting](#)

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

Annex 1

Expression of Interest Form

1	First Name (& other names)	
2	Other Names	
3	Last Name	
4	Years at Chaapa and Level: <ul style="list-style-type: none">• O 'Level• A 'Level• O & A 'Level	
5	House of Residence (Indicate most preferred if you stayed in more than one house)	
6	Leadership positions held at Chaapa (if any)	
7	Share with us your 3 most transformative ideas you would recommend MHOBA to pursue to achieve its ambition of dominating the alumni associations landscape in the country.	
8	What are the 3 words you would use to describe a MHOBA that is successful 5 years from now?	
9	Short bio (No more than 300 words emphasizing mainly those aspects that make you the most suitable candidate for this position).	
		Completed expression of interest form should be returned to: mhoba@gmail.com by 18:00 hrs. on Tuesday November 4, 2025.