



## UGANDA SMALL SCALE INDUSTRIES ASSOCIATION (USSIA)

---

### The Role of the USSIA Zonal Executives

This simple write-up gives some idea of the different roles of the personnel on the USSIA Zonal Executives. It describes the duties of a Chairperson, Secretary, Treasurer, Chairperson of the Women's Desk and Members.

However, it should be noted that every Zone is autonomous, to the extent of being able to make by-laws (rules) in addition to those mentioned in the USSIA Constitutions. So each Zonal Executive should discuss these roles and adapt them to their special circumstances.

#### 1. Chairperson

-Head of the Zonal Executives

- Offering leadership
- Overseeing how the Zonal Executives executes its roles.
- Presiding over zonal meetings (and committees, when necessary)
- Help to recruit members (together with other executives and ordinary members)
- Liaising and coordinating with donor(s) in the zone, if any, and the USSIA National Secretariat.
- Participating in the planning organizing, directing and coordinating the zonal activities- e.g. seminars, workshops, training, etc.
- Following up the monitoring and evaluation of activities / projects in the zone.
- Involving members in the planning and decision - making to enhance cohesion through regular meetings and interactions.
- Motivating members through visits, counseling and guidance.
- Delegating duties to the other 3-committee members on the zonal executives.

#### 2. Secretary

- Calling members for meetings, training seminars/workshops, etc. in close consultation with the chairman.
- Taking minutes of the zonal meetings
- Helping to recruit new members (in collaboration with other executives and existing members)
- Collection, documentation and dissemination of information among members relating to USSIA activities, both in the zone and at the national level.
- Developing effective communication skills and reporting to himself and among members
- Identifying training for members
- Mobilizing members to participate in the zonal activities. e.g. training, fairs, etc.
- Drawing the agenda for the meeting in consultation.

SECRETARIAT: USSIA Building, UMA Show Grounds-Lugogo, P.O.BOX 7725 Kampala

T: +256-(0)41-574527, (0)31-278798 · F: +256-(0)41-250282 · M: +256-(0) 772 - 486024

E-mail: ussiasecretariat@yahoo.com · ussiauganda@yahoo.com · Web: <http://:ussiauganda.tripod.com>



## UGANDA SMALL SCALE INDUSTRIES ASSOCIATION (USSIA)

---

### 3. Treasurer

Handling all issues relating to the zonal finances, including:

- Policy affecting the finances
- Finding and advising on ways of raising finances
- Receiving receipting and sanctioning release of funds
- Writing and keeping proper records of all Books of Accounts for the Zone
- Preparing Annual Budget and Income and Expenditure reports supported by well worked out, understandable figures.
- Mobilizing financial resources from members
- Participating in the planning of zonal activities, particularly those with financial elements.
- Accounting to members all monies received and spent during the month of year in a transparent, truthful manner.

### 4. Chairperson Women's Desk

The Desk is reacted at each USSIA Zone / Branch to specifically cater for the interest of women members.

The following are the duties of the Chairperson:

- Chairing the women's meeting of the branch and representing their interests in the national committee.
- Mobilizing of women industrialists
- Studying problems of women industrialists and finding solutions to them
- Looking into the training needs of women members and organize appropriate manpower to help members' needs.

### 5. Members

- Should own a functioning registered business unit and must be paid up.
- Should request for services to benefit from being USSIA members
- Should assist the branch executives and the national headquarters in fulfilling the Association's objectives – spelt out in the USSIA Memorandum).
- Should attend members' meetings when called upon.

SECRETARIAT: USSIA Building, UMA Show Grounds-Lugogo, P.O.BOX 7725 Kampala

T: +256-(0)41-574527, (0)31-278798 · F: +256-(0)41-250282 · M: +256-(0) 772 – 486024

E-mail: ussiasecretariat@yahoo.com · ussiauganda@yahoo.com · Web: <http://:ussiauganda.tripod.com>