



**MAASAI MARA UNIVERSITY**

**OFFICE OF THE ALUMNI ASSOCIATION**



**RECOMMENDATIONS,  
ACHIEVEMENTS MADE BY THE  
COMMITTEE AND REMAINING  
TASKS**



**MAASAI MARA UNIVERSITY  
ALUMNI ASSOCIATION  
(MMUAA)**

**AUGUST, 2016**



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# Recommendations of the committee to the University Management



1. All members of staff (both academic and subordinate) of Maasai Mara University **should market** Alumni Association to all students in the daily services to the University. That a request be made to the Vice Chancellor to address members of staff (both academic and subordinate) and inform them to market the philosophy of Alumni Association to the current students in all respects and at all levels of service delivery.
2. The first year students of Maasai Mara University should be **sensitized** on the existence and role of Alumni Association of the Maasai Mara University during their orientation session and throughout their stay in the University.
3. The Alumni executive committee in collaboration with its Secretariat to **organize meetings for sensitizing all current students** on the need to be members of Alumni Association as a professional body, which can help increase their chances of securing employment after graduation as part of their requirements. To constantly **involve all current students in Alumni activities**.
4. Members agreed that Alumni Association of the Maasai Mara University should have its own **website and logo** by sourcing a private webmaster. However, the website must be linked to the University website because of the external webometric analysis of the University for institution ranking purposes. In which case, anyone who visits the website of the Alumni Association of Maasai Mara University will reflect as having visited the University website.
5. All Alumni members, upon payment of membership (convocation) fee and additional, KShs. 500, should be given a beautiful **membership certificate** of a professional body to help them in job hunting strategies.
6. All Alumni members, upon payment of membership (convocation) and certificate fees should be issued with a **University card** to be able to access library in all University Colleges, Campuses and Schools, their Secretariat, attend guest lectures, refresher courses, access to bursaries for meritorious students, sports facilities etc.
7. University Management to consider factoring Alumni Association in the on-going work of ERP so that **a system** is developed that can be able to convert automatically any student upon graduation and payment of membership (convocation) fee into the database of an alumni. The committee recommended that it will be much cheaper if Maasai Mara University use its own staff. It will be expensive outsourcing a different person to develop the system.
8. **Alumni Interim Executive Committee** should be sourced from:- **1.** Former Maasai Mara University students, **2.** Members of Maasai Mara University Staff and **3.** Co-opted members as members of Maasai Mara University Alumni Association from outside the academia but mainly from the **corporate world**, preferably the position of chairperson.
9. Given that one **key objective of the** Maasai Mara University Alumni Association is to project a positive image of the University all the time, it is recommended that a person in charge of the position of **Public Relations Office of the University** within the office of the Vice-Chancellor should be a member of **Alumni Interim Executive Committee**, and thereafter of the **Executive Committee**.

10. The University Management should consider seconding the following to the Alumni Secretariat to make it active and productively carry out its role:-
  - i. Administrator/Assistant Registrar
  - ii. Secretary/Clerk/ICT Specialist (to assist in keeping database of alumni, communications, updates, take and draft minutes, filing etc).
  - iii. Office Assistant (carry out the duties of office messenger, cleaning and assisting Secretary/Clerk/ICT Specialist in any other duty assigned).
  - iv. A university accountant
11. The committee also recommended that once the Association is fully functioning and stable financially, the **Alumni Secretariat** should have the following staff members in addition to the **Executive Committee** described in the constitution:
  - i. Executive Director
  - ii. Administrator/Assistant Registrar
  - iii. University accountant
  - iv. ICT specialist
  - v. Secretary
  - vi. Clerk
  - vii. Office Assistant
  - viii. Cleaner/Messenger
12. Once the Alumni Association is formed, the interim Executive Committee in collaboration with the interim Board should open a bank account and all the funds for the Alumni Association and convocation fees should be transferred and managed from this bank account.

## Achievements made by the committee



1. Development of the **constitution** of the Alumni Association of Maasai Mara University.
2. Development of **the database of the Alumni and any of their corresponding contacts**.
3. Proposed an **office stamp**, work in progress.
4. Proposed **logo** of the Alumni to be made. Work in progress.
5. Proposed the **top management** and **office bearers** of the Alumni.
6. Installation of the **internet facility** at the Alumni Secretariat, work is in progress.
7. Requested ICT to make a “**new face**” of **Alumni space** on the University website.
8. Requested ICT to form **Alumni WhatsApp Groups** based on the academic programmes of the Alumni.

# Remaining Tasks



1. Contacting Alumni with a view to introducing them to their Secretariat.
2. Getting **100 founder members**.
3. University Management to appoint **interim executive committee** (and assume positions as explained in the constitution) to run the Secretariat until that time the elections will be held.
4. Forming **interim Board of Directors** (9 members) as explained in the constitution.
5. Sourcing for an individual/company through procurement procedures for making the **logo**.
6. Preparations toward **Strategic Launch** of Maasai Mara University Alumni Association.
7. **Alumni ICT at the Secretariat** for the development of the database, networking, resource mobilization and communication strategy to potential and current Alumni.



**\*END\***

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Approved by:

Chairperson

Prof. Dr. Wycliffe Wanzala, PhD, AMATINER, MACSE, MISE, FASI

Friday, August 5th, 2016

Date

Approved by:

Secretary

Mr. Dayton L. Malipe, Senior Administrative Assistant

Date