

**CALL FOR NOMINATIONS TO IIA TANZANIA BOARD
(complete nomination form Annexure C)**

Nominations are called for the following positions on IIA Tanzania's Board:

- President/Chairman
- Vice President/Vice Chairman
- Treasurer
- 5 Board members

To assist with the nomination process, candidates should read and understand Annexures **A, B and C**. Nominations should be made and submitted by an individual member on or before 15th September 2021.

We urge all members to make a special effort to submit nominations and attend the Annual General Meeting.

Please do not hesitate to contact either Nominations Committee Chairman, Richard Magongo or Kafaso Millinga should you have any questions rmagongo@gmail.com or kafaso.millinga@iiatanzania.or.tz

Annexure A

IIA TANZANIA BOARD MEMBER ACTIVITIES' DESCRIPTION

The following is a guideline of activities and responsibilities of IIA Tanzania Board members – it may be extended or altered at Board's discretion.

1. President (Must hold CIA Certification)

The Chairman leads the Board of IIA Tanzania.

- Ensures proper governance of IIA Tanzania
- Guides and directs the execution of the strategic plan
- Acts as the chief advocate and representative of IIA Tanzania
- Sets the meetings' agenda with input from Board members
- Chairs all meetings and Annual General Meeting proceedings
- Delegates tasks to Board Members
- Final vote and arbiter on decision-making process

2. Vice President (Must hold CIA Certification)

- Assisting Chairman in ensuring proper governance of IIA Tanzania
- Helping in guiding and directing the execution of the strategic plan



- Chairs all meetings and Annual General Meeting proceedings in absence of President or as delegated by the President
- Delegates tasks to Board members as instructed by the President

3. Treasurer

The Treasurer is responsible for the financial affairs of IIA Tanzania in collaboration with the Secretariat.

- Manages the sourcing of IIA Tanzania funding
- Advises Board regarding financial matters
- Ensures that proper financial records are kept in conjunction with the Secretariat
- Reports on financial matters to the Board.

4. Board Member

- Provides input to and directs the execution of the strategic plan
- Acts as IIA Tanzania advocate
- Attends all Board meetings and Annual General Meeting
- Oversees the execution of IIA Tanzania activities as directed by the Board



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Annexure B

STATEMENT OF INTENT

This should be written and submitted along with Brief CV and Nomination Form by candidates aspiring for Presidency of IIA Tanzania position. The statement should be brief, one page and covering the following:

- Statement of intent explaining reasons behind the candidate's decision to contest presidency of IIA Tanzania
- His/her vision as the top leader of IIA Tanzania
- Brief explanation of strategic initiatives that as President of IIA Tanzania he/she thinks will enable the IIA Tanzania to achieve its strategic mission and vision.
- Major strategic risks that IIA Tanzania is currently facing in its activities (at most five).
- How as president he/she plans to address the identified risks.

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Annexure C

NOMINATION FORM

This form is for nomination to the President, Vice President, Treasurer and Board Members positions.

Nomination for position of (President, Vice President, Treasurer, Board Member: delete which are not applicable) on IIA Tanzania Board.

I, (*insert name of nominee*), being ACTIVE member of the IIA Tanzania hereby nominate myself to serve on IIA Tanzania's Board as (*insert position being nominated for*).

NOMINEE SIGNATURE OF ACCEPTANCE:

DATE:

Please submit this form together with a **brief CV of the Nominee**, which contains current positions at IIA Tanzania if any, and contact details, to Kafaso Millinga, iiatanzania@gmail.com by **15th September 2021**.

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