

THE MAURITIUS CIVIL SERVICE MUTUAL AID ASSOCIATION LTD

STATEMENT OF MAIN ACCOUNTABILITIES

Key Governance Positions	Main Accountabilities
Chairperson	<ul style="list-style-type: none">• Is responsible for the activities of the Board and its Sub-Committees and act as spokesman for the Board.• Ensure that the directors continually update their skills and knowledge.• Ensure that the directors receive accurate, timely and clear information.• Recognise the strengths and address the weaknesses of the Board based on the results of the Board evaluation.• Ensure active participation of each Director in discussions and board matters.• Maintain sound relations with the Association's members and ensuring that the principles of effective communication and pertinent disclosure are followed.
Directors	<ul style="list-style-type: none">• Exercise their powers and duties in accordance with all applicable laws and legislations and with the limits and subject to the conditions and restrictions established by the Association's constitution.• Exercise their powers and duties honestly in good faith in the best interests of the Association and for the respective purposes for which such powers are explicitly or impliedly conferred.• Exercise the degree of care, diligence and skill required in accordance with the Companies Act 2001.• Ensure that no confidential information is disclosed on behalf of the Association as directors.• Attend meetings of the directors of the company with reasonable regularity.
Chief Executive Officer (CEO)	<ul style="list-style-type: none">• Finalise the agenda of Board meetings in consultation with the Chairperson.• Ensure the timely issue of convocations and circulation of all Board papers.• Ensure that the minutes of proceedings are properly prepared and circulated to Board members after the Board meeting.• In consultation with the Chairperson, ensure the preparation and timely circulation of a paper on any matter requiring a Board decision for discussion at Board level.

Key Governance Positions	Main Accountabilities
	<ul style="list-style-type: none"> • Provide adequate oversight of those they manage and ensure that the financial institution's activities are consistent with the business strategy, risk appetite and the policies approved by the board. • Responsible for delegating duties to staff and establishes a management structure that promotes accountability and transparency throughout the Association. • Provide the board with the information it needs to carry out its responsibilities. In this regard, the CEO keeps the Board regularly and adequately informed of material matters, including: <ul style="list-style-type: none"> i. changes in business strategy, risk strategy/risk appetite; ii. the financial institution's performance and financial condition; iii. breaches of risk limits or compliance rules; iv. internal control failures; legal or regulatory concerns; v. issues raised as a result of the Association whistleblowing procedures. • Responsible for the day to day operations of the financial institution and be conversant with the state of internal control, the prevailing legislation as well as current issues impinging the financial sector.
Company Secretary	<ul style="list-style-type: none"> • Provide the Board with guidance as to its duties, responsibilities and powers. • Inform the Board of all legislation relevant to or affecting meetings of shareholders and directors and reporting at any meetings and the filing of any documents required of the Association and any failure to comply with such legislation. • Ensure that minutes of all meetings of shareholders or directors are properly recorded in accordance with the Companies Act 2001 and all statutory registers be properly maintained. • Certify in the annual financial statements of the Association that the Association has filed with the Registrar all such returns as are required of the Association under Companies Act 2001. • Ensure that a copy of the Association's annual financial statements and, where applicable, the annual report is sent in accordance with the all applicable laws.