

## **1. AWARD OF ICPSK FELLOWSHIPS**

The Fellowships of ICPSK are awarded on Annual basis. The Awards are made pursuant to Section 4(2) of the CPSK Act, Cap 534 of Laws of Kenya; which provides as follows:

*"The members of the Institute shall be divided into the following classes, namely:*

*Fellows (comprising those persons who become fellows pursuant to an invitation under subsection (3) of this section and section (5) each of whom shall be titled "Fellow of the Institute of Certified Public Secretaries of Kenya" (designated letters F.C.P.S. (Kenya)), and members (comprising those members of the Institute who are not Fellows) each of whom shall be titled "member of the Institute of Certified Public Secretaries of Kenya" (designatory letters C.P.S. (Kenya)).*

### **Section 4 (3)**

*"Where the Council considers that a member of the Institute has rendered outstanding service to the Secretarial Profession, the Council may invite the member to become a Fellow".*

### **Section 5 (1)**

*"Where the Council considers that a person (not being a member of the Institute) has rendered special services to the Institute or the Secretarial Profession the Council may invite the person to become an Honorary Fellow of the Institute".*

### **Section 5 (2)**

*An Honorary Fellow shall not be a member of the Institute.*

From the above provisions, it is clear that the fellowship is usually granted by the Council to members in recognition of exemplary performance and contribution to the profession at large.

## **Criteria for Awarding Fellowships**

Members are evaluated by a Taskforce appointed by the Council. The members are evaluated on the basis of a set criteria and the Taskforce recommends the members for consideration and award of the Fellowship Awards by the Council. The Parameters that are used to evaluate the members are:

### **CRITERIA FOR FELLOWSHIP**

<b>PARAMETERS</b>
1. Being a member in good standing for a period not less than 5 years. (A member is in good standing if such member has paid their due subscriptions and is not in arrears on any payments due to the Institute's functions, structures or affiliated organs)
2. Active service to the Institute through the Council and its Committees for a period not less than 5 years
3. Has contributed some service to the wider society such as CSR and philanthropic activities, non-paid services in public bodies such religious, civic, sports and similar social bodies. <b>(attach documentation)</b>
4. Contribution to the growth of the profession through exemplary professional leadership, enhancing visibility and brand recognition of the Institute nationally and internationally, speaking and facilitating in seminars and conferences, well researched contribution to policy discourse and similar matters that enhance the image of the profession <b>(attach documentation)</b>
5. Research and Publications on matters related to the profession (articles, blogs, journals, books and other original works) <b>(attach documentation)</b>
6. Has been involved in training, mentoring and development of student and full members of the Institute <b>(attach documentation)</b>
7. Instrumental in the mobilization of material, technical and financial support for the Institute including contribution of funds, recruitment of members and non-members to participate in programmes organized by the Institute and related activities.
8. Creation of linkages between the Institute and other Institutions/or bodies, both public, private and civil which contribute to the growth of the profession.
9. Personal active participation in Institute activities such as seminars, talks and conferences

The pass mark is 75% and in addition one ought to have been commended by Council at least 5 years ago.

## **2. HONORARY FELLOWSHIPS**

This is awarded to non-members identified and evaluated on the basis of:

- (i) Social standing (Personal integrity, role model, voluntary community service, socially responsible, among others).
- (ii) Individuals who have assisted the Institute and the profession in any way through promotion and raising the profile of the Secretarial Profession or have in any way contributed to the attainment of the Institute's vision, mission or mandate.

## **3. COMMENDATION**

The Council commends members for their contribution and exemplary performance. One ought to have been a member of the Institute for at least 5 years.

For a member to be awarded Fellowship or Commendation, the member should be:

- (i) Up-to-date with the Institute Subscriptions and any other payments to ICPSK, SACCO and the Benevolent Fund.
- (ii) Up-to-date with CPD.