University of Washington Global Assistance Program Kenya (UW-Kenya), is an NGO formed and registered in Kenya in 2011, as an operational arm of the University of Washington. A Board of Directors oversees the activities of UW-Kenya and consists of the Chairperson, Secretary, Treasurer, and two additional Ordinary Board Members. The CEO is an Ex-Officio member of the Board of Directors. Examples of time and services provided by this NGO include, but are not limited to, fiscal and operational oversight of University of Washington projects in Kenya, including human resources and payroll services, central procurement, vendor payments, and oversight of field expense reconciliations.  UW-Kenya employs certified accountants that are also trained in grants management and UW policies. The UW-Kenya Office is located in Nairobi and close to most project offices. The Chairperson, Treasurer, one Ordinary Board Member, and the CEO of UW-Kenya are located in Seattle, Washington. The Secretary and additional Ordinary Board Member are based in Nairobi, Kenya.