

MANIFESTO



CAROLINE OBI ESQ
10 SOMOSU STREET SURULERE LAGOS
08033042580, 08171859870
caroost@gmail.com

**CANDIDATE FOR THE OFFICE OF THE TREASURER,
NBA LAGOS BRANCH (2021-2023)**

Dear Learned Senior Advocates/Seniors and Distinguished Colleagues,

Compliments!

GREETINGS,

My name is Caroline Obi (Mrs.) a graduate of Lagos State University, Lagos State. I was called to the Nigeria Bar in 2008 and have been an active and committed member of Lagos branch.

I worked in the bank for over 25 years; I obtained my first degree in Secretarial Administration from Yaba College of Technology before proceeding to study law at the Lagos state university .I am an Associate of and ACIARB.

ICMC

After my call to Nigeria Bar in 2008 I immediately returned to the Treasury Department of the bank where I worked for several years before leaving the bank in 2013. I joined the firm of Ndy-Anika in 2014 and left for ECOOB Solicitors & Associate in 2017 where i am presently a partner.

May I use this medium to inform you that I have picked up nomination form and in addition been cleared by the Electoral Committee to contest for the office of `TREASURER` of the NBA Lagos Branch [Premier Branch].

I will like to state that my wealth of experience primarily in the banking industry for twenty five years (particularly with the treasury), coupled with the various courses on banking and bookkeeping both within and outside the country and my active participation in bar activities propelled me to seek for the position of `TREASURER`. I am largely experienced and have the requisite knowledge to serve and contest for the office of TREASURER.

I have served the Premier branch in a number of capacities thus-

- Member, NBA Lagos [2015] Law week Planning Committee.
- Secretary, NBA Lagos [2015] annual General Conference Task Force.
- Member, NBA Lagos Dinner Committee [2017] and[2018]
- Member, ki8 NBA Annual General Conference held in Lagos [2019]
- Member, NBA Lagos Finance and General-Purpose Committee [2019-to date]
- Financial Secretary, NBA Lagos [2017-2019]

Asides the Nigeria Bar Association, I equally belong to the following bodies-

- Member of International Federation of Women Lawyers [**FIDA**],
- Member of National Catholic Lawyers Association [**NCLA**]
- Member Otu Oka Iwu, Chairperson Welfare Committee
- Member Suru-Iere Lawyers Forum
- Member and Coordinator [Eastern Zone] of the African Women Lawyers Association [AWLAN]

ACHIEVEMENTS AS FINANCIAL SECRETARY

When I served the branch as Financial Secretary, I was in charge of the financial records of payments such as [annual bar practice fees, branch dues, insurance premium] made by members of the Branch. I ensured that the branch financial records were prepared timeously and readily available for un-ward transmission to the NBA National and as well as ensure that the branch insurance promptly remitted appropriate broker. Suffice to say that I introduced Pie Chart which indicates percentage of branch dues paid by all categories of members.

I am meticulous, detailed and thorough, an efficient diligent, team player, result oriented person and God fearing.

I am tested and trusted, competent, objective and with traceable achievement to be the branch TREASURER.

I am largely **EXPERIENCED** in **FINANCIAL MANAGEMENT**

Drucker Peter said "**Follow effective action with quiet reflection, from the quiet reflection will come even more effective actions**"

As a Team Player in conjunction with the Executive Committee of our great Association, I intend to manage the branch Finances for greater benefits. I will ensure the monthly financial report is simplified for easy understanding of members not friendly with figures.

WHO IS A TREASURER

A Treasure`s principal aim is to manage and/or oversees the management of funds, provide financial information and keep tabs on the association`s money.

A Treasurer has a watchdog role over all aspects of Financial Management, working closely with the Chairman and other executive members to safeguard the branch fund. The Treasurer is also a custodian of all banking records/ financial report of the branch.

I have summarized the duties of the Treasurer as contained in the branch bye - law into four categories and they are:

1. Banking, Book Keeping and Record Keeping
2. Financial Reporting
3. Financial Planning and Budgeting
4. Control of fixed assets and stock.

MY PROGRAMME:

* To manage the Association's bank accounts diligently, efficiently and effectively in order to ensure that all cheques, transfers and cash lodgements {if any} are properly accounted for.

* To ensure that every bank statement and all other documents of transaction are scrutinized and that the bank justifies every charge contained in the statement.

* To ensure that accountability and transparency are maintained in the Branch's treasury.

* To ensure an appropriate system for bookkeeping and ensures that record- keeping and accounts meet the required standard

* To ensure that appropriate financial system and control are in place such as:

- Continuous and effective use of POS/ E-payments through the Branch website which ensures ease, reliability and speediness of all payments.

*To ensure detailed financial report are sent out to our members during monthly meetings / A.G.M (at least 24 hours) prior.

"Every Association to stay in good financial health detailed financial report is highly important".

* Advise on the Association reserves and investment policy.

* To provide financial direction for the Association

* To liaise and work effectively closely with Finance and General Purpose Committee of the branch

* And any other duties delegated to me from time to time etc.

To achieve this dream, finance is necessary and that is where I come in.

I have acquired so much "Result oriented experiences that I am well position in our branch finances for greater economic benefits to the branch.

Vote a treasurer that can affect positively the branch's PERCEPTION, TRUST and ASSURANCE in the branch's management.

VOTE CAROL OBI 4 TREASURER.

"I humbly solicit your support

Thank you

Yours sincerely,

CAROLINE OBI ESQ