

MANIFESTO OF NGOZI VICTOR - CANDIDATE FOR ASSISTANT SECRETARY, NIGERIAN BAR ASSOCIATION, LAGOS BRANCH

Dear Learned Silks, Life Benchers, Seniors, and Esteemed Colleagues,

With utmost humility and an unwavering commitment to service, I, Ngozi Victor, present myself to you as a candidate for the office of **Assistant Secretary of the NBA Lagos Branch**, the Premier Branch.

Having garnered relevant experience in organisational support, stakeholder coordination, and digital transformation initiatives, I am prepared to contribute to a Secretariat that is not just efficient but visionary and inclusive.

If entrusted with your mandate, I will bring to the Secretariat a results-driven mindset focused on continuity, modernisation, and impactful service delivery. Specifically, I will pursue the following strategic objectives:

1. Digitally-Driven and Timely Record Management

- Ensure real-time recording and secure archiving of all meeting minutes and resolutions using cloud-based tools for easy access and retrieval.
- Ensure accurate attendance collation and internal records management.
- Collaborate with the General Secretary to circulate meeting summaries to members promptly.

2. Professional Communication & Transparent Information Flow

- Promote multi-channel communication (Email, SMS, WhatsApp broadcasts) to ensure updates reach all categories of members promptly.
- Curate and circulate a quarterly Secretariat Bulletin and newsletter summarising key activities, resolutions, and upcoming and past events.

3. Inclusive Member Engagement and Support

- Create a structured feedback system via periodic surveys to capture member needs and assess Secretariat performance.
- Develop a Secretariat Orientation Toolkit for newly enrolled members and returning members to understand Secretariat services and how to access them.
- Collaborate with the Young Lawyers Forum and other interest groups to ensure their voices are reflected in Secretariat operations.

4. Seamless Collaboration and Continuity

- Honour the foundation laid by predecessors by reviewing existing workflows and offering process improvements where necessary.

- Actively support the General Secretary in managing correspondence, compiling reports, and representing the branch when required.
- Contribute meaningfully to Executive Council deliberations, ensuring the Secretariat's operations remain aligned with the branch's strategic goals.

5. Innovation and Value-Added Initiatives

- Launch a 'Secretariat Service Charter' to outline clear service standards and timelines for responding to member needs.
- Support documentation of branch history by collaborating on an NBA Lagos Secretariat Archive Project, preserving institutional memory.

This manifesto is not just a plan, it is a commitment. I am poised to bring dedication, innovation, and inclusivity into Secretariat operations. Together, we can build a structure that reflects the excellence, professionalism, and leadership for which the NBA Lagos Branch is renowned.

Vote Ngozi Victor for Assistant Secretary, a vote for an *efficient Secretariat, empowered membership, and elevated service.*

Let us move the Secretariat forward together.

Ngozi Victor

Candidate for Assistant Secretary

Nigerian Bar Association, Lagos Branch