

AN INNOVATIVE
SECRETARY: ASSET
TO AN
ORGANIZATION

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Innovation Kit

- Intentional in development and application
- Willingness to learn from every opportunity
- Improving on Executive function skills
- Develop and use a process check list

CORE Responsibilities

- Ensuring meetings are properly organized and minuted
- Maintaining effective records and administration
- Upholding the legal requirements of governance and statutory compliance
- Communication and correspondence

Meetings

- Pre-meeting: liaise with chair to establish if a meeting is needed, initiate a draft agenda and seek inputs, directly inform people who should attend, send out agenda, circulate previous minutes on time along with matters arising, enquire on execution status, collate reports, sort venue and facilities, confirm logistics, play host.
- Meeting: take attendance, circulate intended working documents, take minutes using agenda as template, summary of issues and resolutions, verbatim motions.
- Post meeting: developer minutes and pass to chair for red biro, save the reds, check for actionable, follow up executions,

Records and Administration

- Updated directory of members, partners and stakeholders
- Filing minutes and reports
- Records of the organization's activities
- Diary of future activities

Upholding legal requirements

- CORE instruments & title documents
- Due process
- Quorums
- Mission fidelity
- Annual Returns and Reporting schedules

Communication and Correspondence

- Write and respond to all organization's correspondence
- File all received and copies of replies correspondence
- Report completed activities and future events to members and stakeholders
- AGM, prepare and deliver activity reports

Skills and Knowledge

- Methodical, eye for details
- Organized, an orderly mind
- Objectivity in proceedings
- Prompt dealings with correspondence
- Take accurate notes at meetings
- Ensure members receive necessary materials
- Bring necessary materials to meetings
- Exercise emotional intelligence and works well with the chair
- Understand meeting procedures and standing rules
- Attends meetings before others

Thank you for your kind attention .
Q & A