

WELCOME!

FIDA NIGERIA LEADERSHIP TRAINING FOR SECRETARIES AND ASSISTANT SECRETARIES

THURSDAY, 14 AUGUST 2020

TOPIC : THE DYNAMICS OF THE OFFICE OF THE SECRETARY OF FIDA NIGERIA

MRS FLORENCE ADOKIYE AMIESIMAKA

PLAN

- MEANING OF DYNAMICS OF OFFICE
- THE OFFICE OF THE SECRETARY & ASSISTANT- CREATED BY FIDA NIGERIA CONSTITUTION AS AMENDED
- THE ROLE OF A SECRETARY IN FIDA NIGERIA
- AN EFFECTIVE SECRETARY IN FIDA NIGERIA

WHAT IS DYNAMICS OF OFFICE?

- HOW THE PEOPLE IN AN ORGANISATION FUNCTION WITH ONE ANOTHER TO ACCOMPLISH TASKS AS A WHOLE UNIT-
- BEING A SECRETARY IS NOT SO MUCH ABOUT YOU AS AN INDIVIDUAL BUT HOW YOU INTERACT WITH OTHERS (EXECUTIVE, MEMBERS & THE GENERAL PUBLIC) TO HELP FIDA NIGERIA REACH ITS GOALS & OBJECTIVES EXHIBITING THE VALUES ASSOCIATED WITH FIDA

UNDERSTANDING THE VISION OF FIDA NIGERIA :

- The vision is the Force behind the Office
- A just, peaceful and equitable Nigerian society
- where women and children's rights and interests are guaranteed and protected,
- and they have the freedom to choose and live their future.

OUR MISSION

- To promote,
- Protect and
- Preserve the rights, interest, and well-being of women and children
 - through the use of the legal framework
- to ensure that they live free from all forms of discrimination, violence, and abuse
 - in an egalitarian and equitable society.

OFFICE OF A SECRETARY

- CONSTITUTIONALLY PROVIDED FOR
- ROLE STATED
- QUALIFICATIONS
- TENURE
- PART OF A TEAM
- SHARED RESPONSIBILITY TO ACHIEVE VISION

DUTIES OF THE OFFICE OF THE NATIONAL SECRETARY

- a) The National Secretary shall oversee the National Secretariat of the Organization and shall conduct the official correspondence of the organization without prejudice to such official correspondence as to the Country Vice President and other members of the National Executive Committee may wish to conduct;
- b) Record and keep the minutes including the attendance and a summary of all decisions taken at all the meetings of the Organization;
- c) Write and dispatch circulars, letters, and other correspondence of the Organization including that of the National Executive Committee;
- d) Keep a roll of members and an up-to-date list of Branches of the Organization;
- e) Furnish an annual return or special report of its organs at the General Meeting;

DUTIES CONT'D

-) Be an ex-officio member of all committees of the Organization;
- g) Summon at the instance of the Country Vice President, the Annual General Meeting, National Executive Council Meeting or any Emergency Meeting of the Organization or the Biennial or pre-convention Meeting as provided for in this Constitution;
- h) Once every three (3) years in the second Quarter of the last year, to collate reports of cases conducted by branches to form a volume of FIDA NIGERIA CASE REPORT.
 - i) Perform all other duties as usually pertain to such office.

DUTIES OF ASSISTANT NATIONAL SECRETARY

- The Assistant National Secretary shall assist the National Secretary in the performance of her duties and shall act in the absence of the National Secretary and any other duty as may be assigned.

LINKING THE ROLE OF SECRETARY TO THE ACHIEVEMENT OF THE VISION AND MISSION OF FIDA NIGERIA

1. Interpersonal skills

- Work well with Chairperson(liaising for smooth running of meetings and the organisation)
- Sound work ethics
- Adequate knowledge of FIDA constitution, legalities of the Association
- Being methodical & objective/ multi -tasking
- IT suavy
- Pleasant & presentable personality
- Use of Cultured language

2. INTEGRITY

- Transparency
- Authenticity / trustworthiness
- Good communication skills
- Creating great feedback

3. CAPACITY TO ENSURE EFFECTIVE ADMINISTRATION

- Accurate note taking (Accurate summaries but not trivialities)
- Promptness in dealing with correspondence
- Record keeping of all activities capturing (always success stories and lessons learnt for timely reporting).
- Be in custody of all reports of Association & other documents
- Prepare, receive, circulate agendas in consultation with the Chair and any supporting papers in good time
- Ensure that the chair signs the minutes once they have been approved.
- Check that members and staff have carried out action(s) agreed.
- Ensure up-to-date records are kept of membership.

EMERGING ISSUES

- Potential conflict areas & BURNING OUT
 - Recruited staff - REPORTING LINE
- An evolving FIDA NIGERIA with a robust work force
 - The Secretary constitutionally assigned duty of overseeing the Secretariat

RECOMMENDATIONS

- NEED TO BUILD FIDA NIGERIA AS AN INSTITUTION- BEST PRACTICES
- RECRUITMENT OF ADMINISTRATIVE STAFF TO RUN EFFECTIVELY THE STRATEGIC PLAN
 - CONTINUOUS TRAINING & RETRAINING OF EMPLOYEES & MEMBERS
- EXCO MEMBERS INCLUDING SECRETARY AS BOARD MEMBERS SETTING POLICIES AND DESIGNING STRATEGIC PLANS , MONITORING IMPLEMENTATION, DEVELOPING FEEDBACK MECHANISMS
 - CREATION OF FEEDBACK FROM MEMBERS & MEMBERS OF PUBLIC

APPRECIATION

THANK YOU

FOR

THE PRIVILEGE