



**BY-LAWS
OF THE
NIGERIAN BAR ASSOCIATION WOMEN FORUM
(NBAWF)**

A NIGERIAN NON-PROFIT ORGANIZATION



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ARTICLE I: CORPORATE PURPOSE

Section 1 – Name

The name of this Association is the Nigerian Bar Association Women Forum (“NBAWF”). NBAWF will also be referred to herein as the “Association.”

Section 2 – Our Slogan

“Empowering Female Lawyers for Success”

Section 3 – Core Values

A: Advocacy

N: Networking and Collaboration

I: Inclusivity

E: Empowerment

E: Excellence

Our core values should be included in training during the induction of new employees, so they understand the meaning of the values, and this should be embedded in the Forum’s Performance Management & Evaluation System to enforce the demonstration of these values.

Section 4 – Vision

“To be an association where every Nigerian Female Lawyer is empowered to attain the highest potential in her professional and personal life, breaking traditional barriers and fostering an impactful community”.

Section 5 – Mission

“Empowering Female Lawyers across Nigeria for Success through fostering mentorship opportunities, leadership development, Education, and a supportive community”

Section 6 – Terms of Reference

1. To address matters of interest to female lawyers including welfare issues

The NBAWF recognizes that female lawyers may encounter unique challenges and opportunities within the legal profession. Therefore, one of its primary purposes is to provide a platform for discussing and addressing issues specifically relevant to female lawyers. These matters of interest encompass a wide range of topics, including career advancement, work-life balance, gender equity, discrimination, welfare issues and professional development. By addressing these issues, the forum aims to create a more supportive and inclusive environment for female lawyers.



2. To facilitate career advancement of Nigerian female lawyers
The NBAWF aims to support or enable the progress and development of the careers of female lawyers in Nigeria. The intention is to create opportunities, provide resources, or implement initiatives that help these female lawyers advance in their professional paths, overcome challenges, and achieve success in their legal careers.
3. To ensure capacity building for Nigerian Female lawyers
Knowledge is power. The NBAWF is committed to the development and enhancement of skills, knowledge, and capabilities specifically for Nigerian female lawyers. The Forum is devoted to providing opportunities, training programs, and resources that contribute to the professional growth and competency of female lawyers in Nigeria. The goal is to strengthen their capacities and empower them for success in their legal careers.
4. To ensure an efficient and impactful networking among female lawyers:
Networking is a powerful tool for career growth and professional development. The NBAWF places a strong emphasis on facilitating efficient and productive networking opportunities among female lawyers. This includes organizing events, conferences, and seminars that bring together members and other legal professionals to exchange ideas, share experiences, and build valuable connections. By fostering these networks, the forum enhances the career prospects and opportunities for its members.
5. To be an influential voice as female lawyers in society and globally:
The NBAWF recognizes the importance of female lawyers having a voice and influence in both the legal profession and society at large. This term of reference highlights the forum's commitment to advocating for gender equity and equal opportunities within the legal field and beyond. It seeks to position female lawyers as influential advocates for women's rights, gender equality, and social justice. Through advocacy efforts, the forum aims to effect positive change in legal policies, practices, and societal norms.
6. To develop a platform that encourages female lawyers to have a global outlook, perspective, and reach:
In an increasingly interconnected world, having a global perspective is essential for lawyers. The NBAWF aims to provide a platform where female lawyers can expand their horizons and engage with international legal issues and developments. This includes opportunities for cross-border collaboration, participation in international legal organizations, and exposure to global legal trends. By encouraging a global outlook, the forum empowers female lawyers to make a broader impact in their legal careers.

In conclusion, the Nigerian Bar Association Women Forum (NBAWF) multifaceted objectives encompass addressing the unique concerns of female lawyers, promoting networking and influence, fostering a global perspective, and remaining adaptable to changing circumstances. By fulfilling these objectives, the NBAWF empowers female lawyers for success and contributes to positive change within the legal profession and society.

Section 7 – NBAWF Chairpersons Five Point Agenda 2022-2024

1. Strengthening the institution:

Objective:

This agenda item focuses on fortifying the organizational structure and capacity of the NBAWF itself. Strengthening the institution means ensuring that the forum has robust governance, efficient operations, and a clear strategic direction.

Activities:

- *Establishing clear bylaws and governance procedures to govern the forum's operations.*
- *Enhancing transparency and accountability in financial matters.*
- *Regularly evaluating the forum's performance and impact.*
- *Developing partnerships and collaborations with other legal and women's organizations to leverage resources and expertise.*



2. Capacity Building for Female Lawyers:

Objective:

Capacity building is central to the professional development of female lawyers. This agenda item seeks to empower female lawyers with the skills, knowledge, and resources necessary to excel in their legal careers.

Activities:

- *Organizing training sessions, workshops, and seminars on legal topics, professional skills, and leadership.*
- *Providing mentorship programs that connect experienced lawyers with junior colleagues.*
- *Offering resources and support for continuing legal education and certifications.*
- *Facilitating access to career development opportunities and scholarships.*

3. Nationwide Coverage, Recognition & Reach:

Objective:

Expanding the reach and recognition of the NBAWF is vital for advancing its mission. This agenda item aims to ensure that the forum has a national presence and is widely recognized for its contributions to the legal profession.

Activities:

- *Establishing regional chapters or branches across Nigeria to reach female lawyers in different geographical areas.*
- *Organizing national and regional events to promote the forum's activities and engage with a broader audience.*
- *Advocating for gender equity and women's rights at both national and international legal forums.*
- *Building partnerships with legal institutions, bar associations, and governmental bodies to enhance recognition and collaboration.*

4. Advocacy for Female Lawyers in Leadership:

Objective:

Promoting female lawyers into leadership roles within the legal profession and the broader society is a key agenda. This item seeks to break down barriers and empower female lawyers to take on influential positions.

Activities:

- *Advocating for increased representation of female lawyers in leadership positions within the Nigerian Bar Association and other legal bodies.*
- *Offering leadership development programs and mentorship to equip female lawyers with the skills and confidence to assume leadership roles.*
- *Celebrating and recognizing the achievements of female lawyers in leadership positions to inspire others.*

5. The Work-Life Balance Initiative:

Objective:

Recognizing the challenges female lawyers may face in balancing their professional and personal lives, this agenda item aims to promote a healthy work-life balance.

Activities:

- *Providing resources and support for flexible work arrangements within law firms and legal organizations.*
- *Offering guidance on time management, stress reduction, and self-care for female lawyers.*
- *Advocating for policies and practices that promote work-life balance within the legal profession.*
- *Promoting awareness of the importance of work-life balance for the well-being and career longevity of female lawyers.*



In summary, the five-point agenda of the Nigerian Bar Association Women Forum (NBAWF) encompasses strengthening the organization itself, empowering female lawyers through capacity building, expanding its reach and recognition, promoting female lawyers in leadership, and addressing the crucial issue of work-life balance. These agenda items collectively advance the forum's mission to empower Nigerian female lawyers for success and contribute to positive change within the legal profession and society.

ARTICLE II – OFFICIAL HEADQUARTERS

Section 1 - Headquarters

The official headquarters of the Association shall be located at the office of the Incumbent President for her respective term of office.

Section 2 – National Secretariat

The NBA National Secretariat, located in Abuja (FCT), Nigeria, shall be the permanent office.

ARTICLE III – NATURE OF ORGANIZATION

Section 1

The Association shall be a non-political and a non-profit organization.

ARTICLE IV - MEMBERSHIP AND DUES

Section 1 - Membership

- a) Individual members shall be women and admitted to the practice of law in Nigeria.
- b) Affiliate organizations shall be organizations of women lawyers affiliating with the federation. Affiliates shall have the right to vote. Affiliate organizations must be non-political and non-profit and must be independent of and not subject to the control of any government.
- c) Student members shall be women law students who expect to practice law. They shall be non-voting but may be admitted to individual membership with the right to vote upon being admitted to practice.
- d) Patrons shall be either men or women interested in the advancement of women in the legal profession. Women patrons who are duly qualified and admitted to practice of law shall have voting rights. Non-lawyer patrons shall not be entitled to vote.
- e) Honorary members shall be outstanding women lawyers whom the organization desires to honour. They may or may not have voting rights, according to the terms of the resolutions conferring such honour upon them.

Section 2 – Types of Membership & Dues

Membership in this organization shall consist of three types of membership which are considered when joining the Forum:

1. Regular membership: *This is paid membership.*

The first payment is the registration fee while dues are paid to the Forum account annually.

Young female lawyers, year 0 to 5 at the bar are registered free.

Female lawyers above 5 years at the bar are to register with ₦5,000.00



Annual Dues

Members between 0 to 5 years at the bar enjoy a waiver on annual fees.

Members above 5 years at the bar pay an annual fee of ₦5,000.00 and senior lawyers are encouraged to sponsor the younger colleagues.

2. Diaspora membership:

Nigerian female lawyers outside Nigeria are to pay registration fee of \$50 and a sum of \$25 annually as dues.

3. Honorary membership:

Judges, Male members of the NBA can take on honorary membership in the Forum.

4. Special Dues:

Annual dues for the Leadership of the Forum, differs from other members. These are outlined below.

- | | |
|------------------------------|----------|
| • Executive Committee Member | ₦100,000 |
| • Council Members | ₦50,000 |
| • Committee Heads | ₦50,000 |
| • Deputy Committee Head | ₦20,000 |
| • Committee Coordinator | ₦20,000 |
| • State Lead | ₦20,000 |
| • Branch Facilitator | ₦5,000 |

Section 3 – Membership Benefits

Membership Benefits include:

- Listing in the Directory of Nigerian Female Lawyers.
- Access to a community of likeminded female professionals.
- Mentorship opportunities/Mentor grooming.
- Support against gender discrimination, abuse, or harassment.
- Networking with a broad base and diverse group of Nigerian female lawyers within and outside the country.
- Personal & Professional Growth opportunities
- Unlimited access legal information from the resources & research unit

ARTICLE V: TERMS OF OFFICE

Section 1 – Term of Office

1. **Duration:** All officers shall serve for 2 years or until their successors have been duly appointed.
2. **Renewal or Reappointment:** The decision for renewal or reappointment shall be made based on an evaluation of the individual's performance, adherence to established standards, and any other criteria deemed relevant by the Executive Committee.
3. **Conditions for Termination:** The conditions under which the term of office may be terminated are outlined in accordance with the provisions set below:
 - i. **Breach of Duties:** If the individual fails to fulfill the duties and responsibilities associated with the position in a manner consistent with the Association's standards and expectations.
 - ii. **Misconduct:** In the event of any unethical behaviour, violation of the Association's code of conduct, or engagement in activities detrimental to the reputation or interests of the organization.
 - iii. **Legal Violations:** Upon discovery of any legal violations or criminal activities by the individual that may compromise the Association's integrity or legal standing.



- iv. **Failure to Meet Performance Standards:** If the individual consistently fails to meet established performance standards or goals, as determined by periodic evaluations.
 - v. **Financial Irregularities:** In cases where the individual is found to be involved in financial irregularities or mismanagement of Association resources.
 - vi. **Conflict of Interest:** Failure to disclose and address conflicts of interest may be grounds for termination. Engagement in activities that create a conflict between personal interests and the interests of the organization may lead to termination.
 - vii. **Violation of Policies:** Termination may occur for the violation of Association policies, rules, or guidelines. Failure to adhere to established protocols and procedures may be considered grounds for termination.
 - viii. **Health and Safety Concerns:** Termination may be necessary if the officeholder poses a threat to the health and safety of themselves or others within the organization. Failure to comply with health and safety regulations may lead to termination.
 - ix. **Death:** The officeholder's term shall be automatically terminated in the unfortunate event of their death. Upon confirmation of the officeholder's passing, the termination shall be effective immediately.
4. **Conflict of Interest:** Addresses any potential conflicts of interest that may arise during the term and provides guidance on how such conflicts should be managed or disclosed. Clauses that incorporate conflict of interest considerations into the terms of office:
- i. **Disclosure of Potential Conflicts:** Officeholders are required to promptly disclose any potential conflicts of interest that may arise during their term in office. Such disclosures should be made in writing to the [Executive Committee/etc.] and any relevant parties as outlined in the Association's conflict of interest policy.
 - ii. **Recusal from Decision-Making:** In the event of a disclosed conflict of interest, the officeholder shall recuse themselves from any decision-making processes where the conflict may have a bearing. The officeholder shall not attempt to influence or participate in discussions related to matters where their personal or financial interests may conflict with the interests of the Association.
 - iii. **Review and Mitigation:** The Executive Committee/etc shall review disclosed conflicts of interest to assess their potential impact on the Association. Mitigation measures, such as adjusting responsibilities or seeking independent advice, may be implemented to address identified conflicts.
 - iv. **Documentation of Disclosures:** All disclosed conflicts of interest and subsequent actions taken shall be documented in the organization's records. This documentation shall be made available for review and inspection as required by applicable laws or regulations.
 - v. **Consequences for Non-Disclosure:** Failure to disclose a potential conflict of interest may result in consequences as outlined in the organization's conflict of interest policy, which may include, but is not limited to, removal from office.
 - vi. **Education and Training:** Officeholders shall receive education and training on recognizing and handling conflicts of interest to ensure a thorough understanding of their responsibilities in this regard.
5. **Succession Planning:** The Executive Committee shall proactively identify potential successor if the individual vacates the office before the term's completion.
6. **Amendment or Modification:** Any amendments or modifications to the renewal or reappointment provisions shall be carried out in accordance with the procedures outlined in Section 1 of these by-laws.

Section 2 – Acknowledgment of Terms:

By accepting the position, officeholders acknowledge and agree to adhere to the provisions outlined in section 1 above.

Section 3 – Procedures for Termination:

- i. Termination proceedings shall be initiated by a written notice detailing the specific grounds for termination.
- ii. The notice may be submitted by any member of the governing body, or upon receipt of a formal complaint.
- iii. Upon receipt of a termination notice or complaint, the Executive Committee shall conduct a thorough review and, if necessary, initiate an investigation into the alleged grounds for termination.



- iv. The affected officeholder shall be provided with an opportunity to respond to the allegations and present their case.
- v. The authority to make a final decision on termination shall rest with the Executive Committee.
- vi. In cases where a conflict of interest exists among governing council members, an impartial committee or external party may be designated to oversee the proceedings and make the final decision.
- vii. The affected officeholder shall be afforded due process throughout the termination proceedings, including the right to be heard, present evidence, and have representation, if desired.
- viii. Confidentiality shall be maintained to the extent possible, considering legal and organizational requirements.
- ix. The Executive Committee shall oversee the appointment of an interim officeholder.
- x. Comprehensive documentation of the termination proceedings, including notices, responses, and the final decision, shall be maintained in the organization's records.
- xi. Such documentation shall be accessible for future reference and organizational transparency.

Section 4 – Appeals Process:

Individuals facing termination shall have the right to appeal the decision through the established appeals process, as outlined:

- i. The affected individual must submit a written notice of appeal to the Executive Committee within a specified timeframe following the notification of termination.
- ii. The notice of appeal shall outline the grounds for the appeal and include any supporting documentation.
- iii. Upon receipt of the notice of appeal, the Executive Committee shall appoint an impartial appeal panel or designate an independent arbitrator to oversee the appeal proceedings.
- iv. Members of the appeal panel shall not have been directly involved in the original termination decision.
- v. Both the affected individual and the party responsible for the termination shall have the opportunity to submit additional evidence, arguments, or documentation to the appeal panel.
- vi. This submission shall be done within 7 days from time of appeal.
- vii. The appeal panel shall conduct a fair and impartial hearing, providing an opportunity for both parties to present their cases.
- viii. The affected individual may choose to be accompanied by a representative during the appeal hearing.
- ix. The appeal panel shall deliberate and render a written decision based on the evidence and arguments presented during the appeal hearing.
- x. The decision of the appeal panel shall be final and binding.
- xi. Both the affected individual and the party responsible for the termination shall be promptly notified in writing of the appeal panel's decision.
- xii. The notification shall include the rationale behind the decision.
- xiii. If the appeal results in a reversal or modification of the termination decision, the organization shall take appropriate steps to reinstate the individual or address any corrective measures deemed necessary.
- xiv. If the appeal panel upholds the termination decision, the effective date of termination shall be confirmed.
- xv. Confidentiality shall be maintained throughout the appeal process, with access limited to those directly involved in the proceedings.
- xvi. Comprehensive documentation of the appeal process, including notices, submissions, and the final decision, shall be maintained in the organization's records.
- xvii. Such documentation shall be accessible for future reference and organizational transparency.

Section 5 – Appointment of Officers

1. Nomination Process:

- i. The nomination process shall commence with a call for nominations from eligible members.
- ii. Members may self-nominate or nominate fellow members for specific officer positions.
- iii. Nominations shall be submitted to the Nomination Committee within a specified timeframe.

2. Eligibility Criteria:

- i. To be eligible for nomination and election, individuals must meet the predefined criteria outlined as follow:
 - a. Nominees must be active members of the NBAWF in good standing for a minimum of 12 months.
 - b. Nominees should possess a valid practising licence minimum **X** number of years of professional experience as practicing lawyers
 - c. Candidates must disclose any potential conflicts of interest that may arise during their term in office.
 - d. Nominees should exhibit a demonstrated commitment to advancing gender equality, women's rights, and diversity in the legal profession.
 - e. Evidence of participation in initiatives, advocacy, or projects related to gender issues may be considered.
 - f. Any history of professional misconduct or ethical violations may disqualify a nominee.
 - g. Nominees should hold the required educational qualifications for legal practice, as mandated by the relevant legal authorities.
 - h. Additional legal certifications, specializations, or continuing legal education may be considered positively.
 - i. The ability to articulate and advocate for the goals and values of NBAWF is essential.
 - j. A written statement or interview may be required to assess a candidate's alignment with the association's goals.
 - k. Nominees should have a record of innovative contributions to the legal field, such as publications, presentations, or participation in legal reforms.
 - l. Nominees must align with the mission, vision, and objectives of the NBAWF.
 - m. Any conflicts of interest or violations of the association's rules may be grounds for disqualification.
- ii. The Nomination Committee shall verify the eligibility of nominees before the commencement of the process.

3. Formation of Nomination Committee:

- i. The Nomination Committee shall be established to oversee the nomination process.
- ii. The Nomination Committee shall consist of members of the governing council and other eligible members who are not seeking office.
- iii. The Nomination Committee shall have good standing as a member in the NBAWF.

4. Appointment of Nominees:

- i. The appointment will be done by the executive committee after a thorough review of all the nominees.
- ii. The selected nominees are to be duly ratified by the governing council at a council meeting.

5. Announcement of Appointees:

- i. The Nomination Committee shall officially announce the new appointees to the membership in writing.
- ii. The announcement shall include the names of successful appointees for each office.
- iii. Successful appointees' names shall be published in the media.

6. Induction of Officers:

- i. Newly appointed officers shall assume their positions at a specified date following the announcement.
- ii. An official induction ceremony or process shall be conducted to mark the commencement of the new term.

7. Review and Amendment:

- i. The nomination process shall be subject to periodic review and may be amended as needed.
- ii. Any proposed amendments to the nomination process shall be duly discussed and deliberated on among the Executive Committee.
- iii. If there are amendments, the Executive Committee shall communicate to all members of NBAWF, the changes and the reasons for the amendments.

Section 6 – Vacancies

- i. In the event of a vacancy in any office, the Executive Committee shall promptly notify the membership.
- ii. The Executive Committee may appoint an interim officer to fulfill the vacant position's duties until the next scheduled election.
- iii. NBAWF shall maintain a succession plan to facilitate a smooth transition in the event of unexpected vacancies.
- iv. If a vacancy occurs near the end of an officer's term, the position may remain vacant until the next regular nomination cycle.
- v. Members shall be promptly informed of the specific procedures and timelines for filling a vacancy in accordance with the by-laws.
- vi. Interim appointments shall be made considering the qualifications outlined for the specific office in section 5, sub-section 2 above.
- vii. The Executive Committee may temporarily delegate specific duties of the vacant office to other members or officers.
- viii. The Executive Committee shall provide regular updates to members regarding the status and resolution of any vacant positions.

ARTICLE VI – OFFICERS (DUTIES AND RESPONSIBILITIES)

Section 1 – Executive Committee Members

CHAIRPERSON

ROLE OF THE CHAIRPERSON:

The role of the chairperson involves several key responsibilities:

- i. **Leadership:** Providing strong and effective leadership to the association, guiding its mission, vision, and overall direction.
- ii. **Strategic Planning:** Developing and implementing strategic plans and goals for the association, in consultation with the Executive Committee and Governing Council members.
- iii. **Decision-Making:** Facilitating decision-making processes within the association, often by presiding over meetings and discussions.
- iv. **Representation:** Serving as the primary representative of the association to external organizations, stakeholders, and the public.
- v. **Communication:** Ensuring effective communication within the association and with external parties, including members, the media, and other legal and advocacy groups.
- vi. **Governing Council Coordination:** Leading and coordinating the activities of the association, if applicable.
- vii. **Event Management:** Overseeing the planning and execution of association events, such as conferences, seminars, and workshops.
- viii. **Advocacy:** Advocating for the interests, rights, and concerns of female lawyers and the association's broader mission within the legal profession and society.
- ix. **Networking:** Building and maintaining relationships with key individuals and organizations in the legal field and related areas to support the association's goals.
- x. **Resource Management:** Ensuring that the association's resources, including finances and human resources, are effectively managed to achieve its objectives.
- xi. **Membership Engagement:** Encouraging member participation and engagement in the association's activities and initiatives.
- xii. **Conflict Resolution:** Addressing conflicts or disputes within the association and working to find amicable solutions.
- xiii. **Monitoring and Evaluation:** Regularly assessing the association's progress toward its goals and making adjustments as necessary.
- xiv. **Legal Compliance:** Ensuring that the association operates in compliance with all relevant laws, regulations, and bylaws.



- xv. Inspiration and Motivation: Inspiring and motivating members and volunteers to actively contribute to the association's mission.
- xvi. Gender Equity and Inclusivity: Promoting gender equity and inclusivity within the association and advocating for these principles in the legal profession.

The chairperson plays a central role in guiding the association's mission, ensuring its growth and success, and advocating for the interests of female lawyers. Their leadership and vision are critical to the achievement of the association's goals and objectives.

VICE CHAIRPERSON

ROLE OF THE VICE CHAIRPERSON:

The role of the Vice Chairperson involves:

- i. Supporting the Chairperson: Assisting the chairperson in their duties and responsibilities and often stepping in when the chairperson is unavailable or when delegated specific tasks.
- ii. Leadership Backup: Being prepared to assume the chairperson's role and responsibilities in their absence or if the chairperson steps down from their position.
- iii. Committee Oversight: Overseeing specific committees or working groups within the association, which may involve coordinating their activities, monitoring progress, and reporting to the chairperson and the Governing Council.
- iv. Strategic Planning: Collaborating with the chairperson and the Governing Council to develop and implement strategic plans and goals for the association.
- v. Decision-Making: Participating in decision-making processes within the association, particularly when the chairperson seeks input or when the chairperson's role requires a collective decision.
- vi. Event Management: Assisting in the planning and execution of association events, such as conferences, seminars, and workshops, and providing leadership when necessary.
- vii. Advocacy: Supporting the chairperson in advocating for the interests, rights, and concerns of female lawyers within the legal profession and society.
- viii. Networking: Building and maintaining relationships with key individuals and organizations in the legal field and related areas to support the association's goals.
- ix. Resource Management: Assisting in the management of the association's resources, including finances, and helping to ensure they are effectively used to achieve objectives.
- x. Membership Engagement: Encouraging member participation and engagement in the association's activities and initiatives.
- xi. Conflict Resolution: Assisting in the resolution of conflicts or disputes within the association and contributing to finding amicable solutions.
- xii. Monitoring and Evaluation: Participating in the assessment of the association's progress toward its goals and helping make necessary adjustments.
- xiii. Legal Compliance: Assisting in ensuring that the association operates in compliance with all relevant laws, regulations, and bylaws.
- xiv. Inspiration and Motivation: Encouraging and motivating members and volunteers to actively contribute to the association's mission.
- xv. Gender Equity and Inclusivity: Promoting gender equity and inclusivity within the association and supporting efforts to advance these principles in the legal profession.

In essence, the vice chairperson plays a supportive and collaborative role, working closely with the chairperson and other association leaders to help achieve the association's mission and objectives. They are often a key part of the association's leadership team, providing continuity and support in the pursuit of the organization's goals.



SECRETARY

ROLE OF THE SECRETARY:

The role of the secretary involves:

- i. **Record Keeping:** Maintaining accurate records of meetings, including minutes, agendas, and attendance sheets. This ensures that the association's activities and decisions are well-documented.
- ii. **Communication:** Handling internal and external correspondence on behalf of the association, including emails, letters, and notifications to members.
- iii. **Scheduling and Coordination:** Managing the association's calendar of events, meetings, and activities. This includes scheduling meetings, sending out reminders, and coordinating logistics.
- iv. **Membership Management:** Maintaining a current list of members, including contact information, dues payments, and membership status updates.
- v. **Meeting Preparation:** Collaborating with the association's leadership to prepare meeting materials, such as agendas, reports, and presentations.
- vi. **Meeting Facilitation:** Assisting the president or chairperson in conducting meetings, ensuring that they run smoothly, and helping maintain order during discussions.
- vii. **Archiving:** Organizing and archiving important documents, historical records, and past meeting minutes for future reference.
- viii. **Event Support:** Assisting in the planning and execution of association events, such as conferences, seminars, and workshops, by coordinating logistics and communication.
- ix. **Information Dissemination:** Distributing information and updates to members, such as announcements, newsletters, and relevant legal news.
- x. **Maintaining Bylaws:** Keeping the association's bylaws up-to-date and ensuring that they are followed in meetings and decision-making processes.
- xi. **Liaison:** Serving as a point of contact between the association and its members, as well as between the association and external organizations or stakeholders.
- xii. **Compliance:** Ensuring that the association complies with any legal or regulatory requirements, including reporting and documentation.
- xiii. **Supporting Leadership:** Providing support to the president or chairperson and other Governing Council members as needed to facilitate the smooth functioning of the association.

The secretary plays a crucial role in maintaining the administrative and organizational aspects of the association, helping to ensure that its activities are well-documented and that communication flows effectively among members and stakeholders.

TREASURER

ROLE OF THE TREASURER:

The role of the Treasurer involves:

- i. **Financial Oversight:** Managing the association's finances and ensuring that they are handled in a responsible and transparent manner.
- ii. **Budgeting:** Collaborating with the association's leadership to create an annual budget that outlines expected income and expenses for the organization.
- iii. **Financial Reporting:** Providing regular financial reports to the association's Governing Council and members, including income statements, balance sheets, and cash flow statements.
- iv. **Funding and Fundraising:** Identifying potential sources of funding and working to secure grants, sponsorships, and donations to support the association's activities and initiatives.
- v. **Banking and Transactions:** Overseeing the association's bank accounts, authorizing payments, deposits, and withdrawals, and maintaining accurate financial records.
- vi. **Expense Management:** Approving and tracking expenses incurred by the association, ensuring that they align with the budget and are properly documented.



- vii. **Membership Dues:** Managing the collection of membership dues, maintaining records of dues payments, and ensuring that members are in good financial standing.
- viii. **Investments:** If applicable, managing and overseeing any investments made by the association to maximize financial returns.
- ix. **Tax Compliance:** Ensuring that the association complies with all relevant tax laws and regulations, including filing tax returns if necessary.
- x. **Financial Planning:** Assisting in long-term financial planning, including setting financial goals, reserves, and strategies for financial sustainability.
- xi. **Auditing:** Coordinating financial audits or reviews, if required, to ensure the accuracy and integrity of the association's financial records.
- xii. **Financial Policies:** Developing and implementing financial policies and procedures to safeguard the association's assets and maintain financial transparency.
- xiii. **Risk Management:** Identifying and mitigating financial risks that may affect the association's financial stability.
- xiv. **Collaboration:** Working closely with other members of the association's leadership team to align financial goals with the organization's mission and objectives.

Overall, the treasurer plays a critical role in managing the financial health of the association, ensuring that funds are used effectively to support the organization's mission and activities, and maintaining transparency in financial matters.

PUBLICITY SECRETARY

ROLE OF THE PUBLICITY SECRETARY:

The role of the publicity secretary involves:

- i. **Media Relations:** Managing the association's interactions with the media, including issuing press releases, responding to inquiries, and arranging interviews with association members.
- ii. **Social Media Management:** Overseeing the association's presence on social media platforms, creating and sharing content, and engaging with the online community to promote the association's activities and initiatives.
- iii. **Public Outreach:** Developing and implementing strategies to reach a wider audience and raise awareness about the association's goals, events, and accomplishments.
- iv. **Event Promotion:** Promoting events organized by the association, such as conferences, seminars, and workshops, to ensure maximum attendance and visibility.
- v. **Content Creation:** Creating written content, such as newsletters, articles, and blog posts, to inform members and the public about important legal issues, developments, and the association's work.
- vi. **Crisis Communication:** Handling any negative publicity or crises that may arise and working to mitigate the impact on the association's reputation.
- vii. **Collaboration:** Collaborating with other members of the association's leadership team to align messaging and ensure consistent communication.
- viii. **Brand Management:** Safeguarding and enhancing the association's brand image through effective communication strategies.
- ix. **Membership Engagement:** Keeping association members informed about activities and initiatives and encouraging their involvement and participation.
- x. **Reporting:** Providing regular reports and updates to the association's leadership on the effectiveness of publicity efforts and the reach of the association's messages.

Overall, the publicity secretary plays a crucial role in promoting the association's mission and activities, building its reputation, and engaging with both members and the wider community.



Section 2 – Council Members

The role of the Council Members involves:

- i. Strategic Leadership: Contribute to the development and implementation of the association's strategic goals and objectives.
- ii. Collaborate with fellow council members to ensure alignment with the organization's mission and vision.
- iii. Advocacy and Representation: Serve as a strong advocate for the rights and interests of female lawyers, both within the association and in external forums.
- iv. Represent the association in relevant legal and professional contexts to promote gender diversity and equality.
- v. Policy Development and Implementation: Participate in the formulation and review of policies that address the unique challenges faced by female lawyers.
- vi. Advocate for policies that promote work-life balance, equal pay, and professional development opportunities.
- vii. Member Engagement and Community Building: Foster a sense of community and collaboration among association members.
- viii. Organize and support events, seminars, and workshops to enhance the professional skills and network of female lawyers.
- ix. Diversity, Collaboration, and Financial Oversight: Work towards creating an inclusive environment that celebrates diversity within the legal profession.
- x. Build and maintain effective partnerships with legal organizations, institutions, and other stakeholders to advance the association's goals.
- xi. Participate in budgeting and financial planning activities to ensure the association's financial sustainability.
- xii. Exercise fiduciary responsibility in managing the organization's resources effectively.

Overall, the Council Members play a pivotal role in shaping the strategic direction, policies, and initiatives that empower and advance the professional development of our members. This leadership position requires a passionate advocate for gender equality in the legal profession, possessing a deep commitment to fostering an inclusive and supportive community for female lawyers.

Section 4 – Zonal Council Members

The role of the Zonal Council members involves:

- i. Responsibility for supervising, coordinating and managing the events and programs at the Zonal level.
- ii. To facilitate the creation of an effective nationwide event calendar for the NBAWF and ensure that all programmes and events are delivered at the branch, state and zonal level efficiently.
- iii. To coordinate (at the zonal level) national developmental programmes and career enhancement events scheduled for young female lawyers and members of the NBAWF.
- iv. To manage zonal proliferation of national campaigns endorsed by the NBAWF by sensitizing state representatives and branch representatives to ensure high engagement.
- v. To produce quarterly reports on the activities and projects undertaken within the zone.
- vi. If any funds are disbursed for the purpose of implementing projects, campaigns or events, provide detailed statements of accounts to the Governing Council on an ongoing basis.
- vii. Work with the programmes committee of the NBAWF, zonal coordinators and state representatives to effective delivery of the programmes of the NBAWF.
- viii. To establish a framework for effective information sharing and feedback between the Council, zonal coordinators and state representatives. This framework shall enable the free flow of information and a hands-on approach to the support required to implement the objectives.
- ix. To enable effective collaboration between the zonal coordinators, state representatives and all other stakeholders.
- x. To complement funding efforts made by the NBAWF.
- xi. Provide a data monitoring system to track the impact of the programmes and events undertaken by the NBAWF on a quarterly basis.



- xii. Manage the data base of female lawyers within the zone and work to increase membership within the zone via collaboration with the branch and state representatives.
- xiii. Research on and provide data on opportunities for collaboration within the zone.
- xiv. Work to strengthen networks and partnerships with the NBA WF in the zone.
- xv. Adhere to a minimum commitment of 20 career enhancement events within the zone per calendar year.
- xvi. Undertake such other tasks which may be assigned by the Governing Council.

Section 3 – Co-opted Council Members

The role of Co-opted Council members is the same as that of the council members. Individuals can be appointed to the Governing Council based on their expertise, experience, or contributions to the forum by the Executive Committee.

Section 4 – State Leads

- i. **Leadership and Coordination:** Provide leadership to branch facilitators within the state, coordinate and align the activities of branches with the overall objectives of the Women Forum and conduct regular check-ins and meetings with branch facilitators to assess progress, address challenges, and foster a collaborative team environment.
- ii. **Member Engagement:** Foster active participation of members within the state and implement initiatives to enhance member involvement and satisfaction.
- iii. **Lead outreach efforts** to attract new members and promote the NBA Women Forum within the state.
- iv. **Collaboration with Executive Council:** Serve as the primary representative of the NBA Women Forum at the state level, actively participating in relevant forums, conferences, and events.
- v. **Collaborate with the NBAWF committees and other state leads** to ensure consistency in organizational goals and provide regular updates and reports on state activities to the central committee.
- vi. **Event Management:** Coordinate and oversee state-level events, seminars, and networking opportunities and ensure the successful execution of state-specific projects and initiatives.
- vii. **Stakeholder Engagement:** Strengthen partnerships with legal, governmental, and community stakeholders within the state.
- viii. **Represent the Women Forum** at relevant state-level events and forums.

Overall, the State Lead is responsible for overseeing and coordinating the activities of the NBA Women Forum within the state. This role involves providing leadership to branch facilitators, promoting engagement among members, and representing the Women Forum at the state level. The State Lead collaborates closely with the executive council and other state leads to align activities with the broader goals of the Forum.

Section 5 – Branch Facilitators

- i. **Branch Coordination and Administration:** Facilitate and coordinate branch activities in line with the overall objectives of the Women Forum.
- ii. **Serve as the main point of contact** for committee members within the assigned branch.
- iii. **Coordinate and schedule regular branch meetings**, ensuring a balance between frequency and member availability.
- iv. **Communication and Outreach:** Communicate regularly with branch members, providing updates on initiatives and events and promote the Women Forum's activities within the local legal community.
- v. **Event Management:** Coordinate and organize local events, seminars, and networking opportunities and ensure the successful execution of branch-specific projects and initiatives.
- vi. **Participate in relevant community events, conferences, and seminars** to enhance the visibility of the NBA Women Forum advocacy efforts.
- vii. **Member Engagement:** Develop and implement a comprehensive onboarding process for new members, providing orientation to the NBAWF's mission and activities.



- viii. Encourage and facilitate active participation of branch members in Women Forum activities and implement initiatives to enhance member involvement and satisfaction.
- ix. Collaboration with Executive Committee: Collaborate with the executive committee and other branch facilitators to align activities with broader organizational goals Providing regular reports on branch activities to the executive council.
- x. Actively engage with local legal professionals and organizations to identify potential areas for collaboration.
- xi. Reporting and Documentation: Prepare and submit comprehensive reports on branch activities to the State Leads ensuring timely submission of consolidated reports to the central council.
- xii. Maintain accurate records of branch membership, ensuring updates are communicated to the central committee.

Overall, the Branch Facilitator is responsible for coordinating and facilitating activities within their assigned branch. This role involves promoting the engagement of local members, ensuring effective communication, and fostering a sense of community among women lawyers within the assigned branch. The Branch Facilitator will collaborate with the executive council, State leads and other branches to contribute to the overall goals of the Nigerian Bar Association Women Forum.

Section 6 – Patrons

Criteria for Appointment

Criteria for selecting notable female lawyers as Patrons for the Nigerian Bar Association Women Forum include:

1. Legal Excellence: Candidates should have a distinguished career in the legal profession, demonstrating a high level of expertise, integrity, and professionalism in their practice.
2. Leadership and Advocacy: They should have a proven track record of leadership within the legal community and a history of advocating for women's rights and gender equality within and beyond the legal field.
3. Mentorship and Empowerment: Candidates should have a commitment to mentor and empower young female lawyers, sharing knowledge and experience to help them advance in their careers.
4. Contributions to Legal Education: Candidates should have made significant contributions to legal education, whether through teaching, publishing, or other educational initiatives.
5. Social Impact: Candidates should have participated in initiatives that promote social justice, access to justice, and the well-being of women and marginalized groups in society.
6. Public Engagement: Candidates should be actively engaged with the public through legal awareness campaigns, public speaking, or community service related to legal issues.
7. Professional Associations: They should be actively involved in legal professional associations, committees, or organizations, demonstrating a commitment to the legal community.
8. Ethical Standards: Candidates should have maintained high ethical standards throughout their legal careers, with no record of professional misconduct.
9. Recognition and Awards: Any awards, honors, or recognition they have received in the legal field, which can serve as evidence of their contributions are considered.
10. Diversity and Inclusion: Diversity in the selection process by considering candidates from different regions, practice areas, and backgrounds is highly encouraged.
11. Commitment to the Forum's Mission: Candidates should align with the mission and goals of the Nigerian Bar Association Women Forum and be willing to actively support its initiatives.
12. Every immediate past chairperson of the Forum automatically becomes a patron.



The role of Patrons involves:

- i. **Mentorship:** Providing guidance and mentorship to female lawyers within the association, especially those at the early stages of their careers.
- ii. **Advocacy:** Advocating for gender equality, women's rights, and issues relevant to female lawyers within the legal profession and society.
- iii. **Support:** Offering emotional support and encouragement to female lawyers, especially during challenging times or when addressing gender-related challenges.
- iv. **Leadership:** Serving as a role model and leader within the association, inspiring other members to excel in their legal careers.
- v. **Participation:** Attending and actively participating in the association's events, conferences, and initiatives.
- vi. **Keynote Speaking:** Delivering keynote speeches or presentations on relevant topics during the association's events.
- vii. **Collaboration:** Collaborating with the association's leadership and other stakeholders to advance the interests and empowerment of female lawyers.
- viii. **Recognition:** Bestowing honorary titles or awards to outstanding female lawyers within the association and acknowledging their achievements.
- ix. **Support for Initiatives:** Providing financial support, resources, and sponsorships to fund the association's activities and initiatives.
- x. **Resource Sharing:** Sharing knowledge, experiences, networks, and resources that can benefit female lawyers within the association.

ARTICLE VII – COMMITTEES (DUTIES AND RESPONSIBILITIES)

Section 1 – Committee Membership

Each committee shall be led by a Committee Head, supported by a Deputy Committee Head and a Coordinator. These positions will be open to nominations & appointment by the NBAWF Executive Committee.

Membership of each committee is subject to volunteering or expression of interest.

Section 2 – Roles and Responsibilities of the Committee Officers

- **Committee Head:** The Committee Head shall preside over meetings, coordinate committee activities, represent the committee in official capacities, and liaise with the NBAWF Executive Committee.
- **Deputy Committee Head:** The Deputy Committee Head shall support the Head in their duties and assume the Committee Head's responsibilities in their absence.
- **Committee Coordinator:** The coordinator shall maintain records of meetings, communicate committee decisions and activities, and assist in coordinating events.
- **Members:** Committee members shall actively participate in discussions, contribute to decision-making, and take on specific responsibilities related to sub-committee initiatives.

Section 3 – Types of Committees

The establishment of Committees (Standing and Ad-Hoc) within the NBA Women's Forum is crucial for efficient operation and the successful implementation of its goals. The specific needs and priorities of the NBA Women's Forum will determine the most relevant standing committees. The creation of committees aligns with the Forum's terms of reference, and each committee's role and responsibilities should be clearly defined in the bylaws or governing documents. The committees work collaboratively to advance the Forum's goals and contribute to the well-being and professional development of its members



There shall be two types of Committees

- A. **Standing Committees:** A permanent or long-standing committee established by the Forum to handle specific areas of responsibility or focus on ongoing functions. Standing committees have a continuous existence and address ongoing or recurring issues.
- B. **Ad-Hoc Committees:** Temporary / Short term committees formed to address specific issues, projects, or events that are not covered by the standing committees. The formation of ad-hoc committees should be driven by the evolving needs and objectives of the NBA Women's Forum. Each ad-hoc committee should have a specific mandate, timeline, and deliverables outlined, and its members should disband once the purpose is fulfilled.

The Standing Committees include:

1. Advocacy Committee

Terms of reference:

- To engage in internal and external advocacy
- To enlighten members and the society about the forums' position on various issues affecting female lawyers; and
- To assist in the resolution of disputes affecting the members of the committee both internally and externally.

2. Corporate Counsel Committee

Terms of reference:

- To create awareness and drive membership of the NBAWF within the In-house Counsel Community
- To provide a platform for female In-house Counsel to participate in the NBA and raise salient matters relating to In-house practice.
- To enlighten our society about the forums' position on various issues affecting female lawyers
- To assist in the resolution of disputes affecting the members of the committee
- To provide a platform for mentorship and training for aspiring female In-house Counsel

3. External Relations Committee

Terms of reference:

- To proactively build, manage, and leverage external relationships, alliances, and collaborations.
- To enhance the Forum's public image, visibility and effectiveness by engaging and cultivating relationships with sister law bodies, international organizations, government agencies, and women's organizations that share a common goal of empowering female lawyers.
- To establish and maintain connections with government agencies, legal associations, and organizations that promote women's rights, gender equality, and professional development in the legal field.
- Collaborate with sister organizations on joint initiatives, projects, and advocacy campaigns to amplify the impact of shared goals.
- Organize and participate in networking events, conferences, seminars, and workshops that facilitate dialogue and collaboration among female lawyers, legal professionals, and relevant stakeholders.
- To attend and represent the NBA Women Forum at external events and forums that relate to our mission and goals.
- Develop advocacy strategies and campaigns that address key issues affecting female lawyers and women in the legal profession.
- To facilitate the exchange of knowledge, best practices, and resources with sister organizations and international partners.
- To promote mentorship and capacity-building programs that empower female lawyers through shared expertise and experiences.
- To manage the NBA Women Forum's external communication strategy, including media relations, press releases, and social media presence, to raise awareness of our mission and activities.

- Identify potential funding opportunities, grants, sponsorships, and partnerships with external organizations to support the initiatives and projects of the NBA Women Forum.

4. Fund Raising Committee

- To strategically raise funds for NBAWF activities, with a primary focus on securing financial support for the Annual Conference, as well as other initiatives that align with the organization's mission and objectives.
- To ensure the effective management and allocation of all funds raised, adhering to best practices in financial stewardship, transparency, and accountability, while aligning with the strategic priorities of NBAWF.
- To identify, cultivate, and maintain a robust and dynamic database of current and prospective sponsors and funders, ensuring continuous engagement and fostering long-term relationships that support NBAWF's goals.
- To prepare, tailor, and coordinate communications with sponsors, including the development of sponsorship proposals, contracts, and acknowledgment letters, while ensuring that all agreed-upon sponsor benefits are delivered in a timely and professional manner.
- To oversee and manage interactions with sponsors, funders, and strategic partners, ensuring a seamless and positive experience that enhances NBAWF's reputation and encourages ongoing collaboration.
- To systematically track, analyze, and report fundraising activities and progress toward established goals, providing detailed updates and insights to the Executive Committee to inform decision-making and strategy adjustments.

5. Membership Committee

Terms of reference:

- To expand and retain the Forum's membership, ensuring its broad and inclusive.
- To identify the needs of members and recommend the development of services to meet those needs.
- To maintain members database and ensure same is updated periodically and contains updated contact details of all members.
- To implement strategies to maintain membership and recognize active members.
- To explore a diaspora membership outreach in line with NBAWF policy
- To ensure members' inquiries and demands are handled with dispatch.
- To hold monthly committee meetings and appraise EXCO of its decisions.
- To recommend means for increasing NBAWF's membership base, especially among underrepresented groups including, but not limited to, in-house counsel, lawyers in public service, academia, as well as national statewide coverage.
- To organize and host various events such as Membership Day, Fellowship Awards, and Annual Retreats to enhance membership engagement and retention, while fostering a strong sense of community within NBAWF.
- To identify and address the needs and perceptions of non-members, developing strategies to attract and encourage their membership in NBAWF, including recommending approaches to acknowledge new members and promote their active participation in the organization's activities.
- To coordinate membership-related activities across all levels, including the annual welcoming of graduating young female lawyers, offering subsidized training programs exclusively for registered members, and integrating initiatives to attract new members.
- To collect and act on member feedback to continually improve membership offerings and experiences.

6. Mentoring Committee

Terms of reference:

- To design, develop and implement a mentoring programme for the development of female lawyers.
- To expose members to mentorship programs which include but are not limited to leadership, personal development, and other related issues.
- To foster relationships that empower members and guide them toward achieving career goals.
- To design mentorship programs aligned with the Forum's goals.
- To recruit and involve a diverse group of mentors and mentees.



- To develop, facilitate and manage the mentor-mentee pairing process and periodically reviewing pairings to ensure effectiveness.
- To provide resources, training, and ongoing support for mentors and mentees monitoring progress and gathering feedback for continuous improvement.
- To establish criteria for evaluating program success reporting on progress, challenges, and successes to the Forum's leadership.

7. Media & Publicity Committee

Terms of reference:

- To provide resources and materials for the dissemination of information on all NBAWF objectives and activities.
- Arrange all necessary publicity structures to promote the conference
- To define and create a viable platform for the Forum's engagement with female lawyers in Nigeria.
- To outline macro strategies for generating publicity around the NBAWF.
- To define and establish channels of communication between the Forum, its members, female lawyers across Nigeria, and other groups globally who support and champion the cause of women in general.
- To ensure general and effective publicity of the Conference through designated media outlets including newspapers, social media, etc.
- To ensure that key messages, supporting documents (including save the dates, invitations, background papers, event outlines, agendas, press releases, and web page content), and all conference information are ready for timely dissemination to internal and external audiences via designated media outlets, including the NBAWF website, social media, and email platforms.
- To suggest and design conference memorabilia, collaterals, banners, backdrops, and e-fliers for the Conference.
- To handle the production and distribution of all conference materials across NBAWF platforms, ensuring they reach all registered NBAWF members.

8. Public Sector Committee

Terms of Reference

- To promote the professional growth, advocacy, and networking of female lawyers working within the public sector of Nigeria.
- To address the unique challenges and opportunities faced by women in government and government-controlled enterprises.
- To create opportunities for female lawyers in the public sector to network, collaborate, and share experiences.
- To monitor and analyze policies, laws, and regulations affecting female lawyers in the public sector.
- To engage with relevant government bodies, agencies, and stakeholders to advocate for policies that support gender equality and the professional development of women lawyers.
- To organize mentorship programs and capacity-building workshops to empower female lawyers in the public sector.
- To facilitate knowledge-sharing sessions on legal developments, best practices, and career advancement opportunities.
- To conduct research on gender-related issues within the public sector and legal profession, and publish reports, articles, and resources to raise awareness and provide insights into gender-specific challenges and solutions.
- To provide legal support and guidance to female lawyers facing discrimination or challenges in their roles within the public sector.
- Collaborate with relevant legal bodies to ensure the protection of women's rights and professional interests.

9. Research & Documentation Committee

Terms of reference:

- To conduct research on issues affecting female lawyers including gender equality, career advancement, and work-life balance and maintain records of the Forum's activities and impacts, contributing to knowledge sharing and policy development.
- To collect and document and analyze data that will enhance the visibility of female lawyers, including forming think pieces and advocacy briefs for reforms or advancing gender equality in the legal profession.
- To establish partnerships with external organizations for collaborative research and documentation projects
- To facilitate and create a database for access to diverse works, achievements, and information about women in relevant areas of the Nigerian legal profession.

- To build research capacity to strengthen legal research skills in the different sectors of legal practice.
- To conduct research and document activities, initiatives, and achievements of the Forum and provide valuable insights and data to support the Forum's strategic goals.
- To prepare and present research findings and documentation in reports, presentations, and publications
- To work with other committees to ensure research and documentation support their activities.

10. Welfare Committee

- To address the well-being and support needs of our members and promote a caring and inclusive environment within the organization.
- To conduct regular assessments to identify the welfare needs of NBAWF members.
- To offer assistance, both financial and non-financial, to members facing hardships, health challenges, or personal crises.
- To ensure the strictest confidentiality in handling sensitive issues brought to the committee's attention.
- To explore fundraising and resource mobilization activities to support the welfare fund.
- To collaborate with external organizations and professionals to provide specialized support or resources.
- To advocate for policies and initiatives that promote the well-being and rights of women in the legal profession.
- To organize workshops, seminars, and awareness campaigns on topics related to well-being, mental health, and work-life balance.
- To provide regular reports on committee activities and financial transactions to the NBAWF Executive Committee.
- To manage funds allocated by NBAWF for welfare purposes transparently and accountably.
- To celebrate significant achievement and landmark events for members.

11. Young Female Lawyers Committee

- To address the specific needs, challenges, and aspirations of young female lawyers in Nigeria. Recognizing the unique experiences of lawyers who are five (5) years at the bar and below, the YFLC aims to provide a platform for mentorship, professional development, and advocacy.
- To empower young female lawyers by providing resources, training, and opportunities to enhance their legal skills, career advancement, and leadership capabilities.
- To facilitate mentorship relationships between seasoned women lawyers and young female lawyers, fostering guidance, support, and career growth.
- To advocate for the rights, welfare, and inclusion of young female lawyers within the legal profession, ensuring they have equal access to opportunities and representation.
- To create a robust network where young female lawyers can connect, collaborate, and share experiences, fostering a sense of community and camaraderie.
- To organize workshops, seminars, and training sessions that address legal and professional development topics relevant to young female lawyers.
- To engage in community outreach initiatives that use legal skills to address social issues affecting women and marginalized groups.



ARTICLE VIII – FISCAL YEAR

Section 1 – Fiscal Year Definition

The fiscal year of NBAWF shall begin on 1st of September and end on 31st of August. The fiscal year shall consist of twelve (12) consecutive months.

Section 2 – Budget Preparation

The Executive Committee shall be responsible for preparing an annual budget for the upcoming fiscal year. The budget shall be presented to the Governing Council for approval no later than a month prior to the beginning of the new fiscal year, allowing adequate time for review and discussion.

Section 3 – Financial Reports

The Treasurer shall present regular financial reports to the Executive Committee and the Governing council. These reports shall include a summary of income, expenses, and any other relevant financial information for the preceding fiscal year.

Section 4 – Audit

An independent audit of the Organization's financial records shall be conducted annually, and the results of the audit shall be presented at the Annual general meeting. The audit shall be completed no later than August.

Section 5: Amendments

Any proposed changes to the fiscal year outlined in Article VIII shall be subject to approval by a majority vote of the Governing Council during a regular or special meeting.

ARTICLE IX – CONVENTIONS AND MEETINGS

Section 1: General Meetings

There shall be a general meeting of NBAWF held annually called the Annual General Meeting. The Annual General Meeting shall be held on such date and place as may be determined by the Executive Committee.

Section 2: Annual Conference

An annual conference shall be held once a year at a date and location determined by the Executive Committee. The purpose of the annual conference is to engage in meaningful discussions, share knowledge and address issues pertinent to our professional and personal development, all aimed at empowering the Nigerian female lawyer for success. Also, to address any other matters of importance to the Forum. Notice of the annual conference, along with the agenda, shall be provided to all members at least 2 months before the event.

Section 3: Special Meetings

Special meetings may be called by the Chairperson, the Executive Committee, or Governing Council as the need arises from time to time.

Section 4 – Minutes of Meetings

Minutes of all meetings, including conferences, shall be recorded and maintained by the Secretary. Copies of the minutes shall be made available to all members upon request and shall be approved at the subsequent meeting.



Section 5 – Electronic Meetings

They may, at their discretion, conduct meetings through electronic means such as video conferencing or teleconferencing. Such electronic meetings shall adhere to the same rules and procedures as in-person meetings.

Section 6 – Amendments

Any proposed amendments to Article IX shall be subject to approval by a majority vote of the members present at a meeting where a quorum is established.

ARTICLE X – CODE OF CONDUCTS

The purpose of this Code of Conduct is to establish and maintain high ethical standards, professionalism, and collegiality among the members of the Nigeria Bar Association Women Forum (hereinafter referred to as the "Forum").

Section 1 – Professionalism and Integrity

Members of the Forum shall uphold the highest standards of professionalism and integrity in all their interactions, both within the Forum and in their professional capacities as legal practitioners.

Section 2 – Respect and Inclusivity

Members shall treat each other with respect and courtesy, valuing diversity and fostering an inclusive environment. Discrimination, harassment, or any form of disrespectful behavior based on gender, race, religion, or any other protected characteristic shall not be tolerated.

Section 3 – Confidentiality

Members shall maintain the confidentiality of sensitive information shared within the Forum, respecting the privacy of fellow members and the affairs of the organization.

Section 4 – Conflict of Interest

Members shall avoid conflicts of interest that may compromise their objectivity, professional judgment, or the interests of the Forum. Any potential conflicts shall be disclosed promptly.

Section 5 – Compliance with Laws and Regulations

Members shall comply with all applicable laws, regulations, and ethical guidelines governing the legal profession in Nigeria.

Section 6 – Cooperation and Collaboration

Members are encouraged to collaborate and cooperate with each other, fostering a spirit of mutual support and professional growth within the legal community.

Section 7 – Event and Meeting Etiquette

During Forum events and meetings, members shall conduct themselves in a manner that promotes a positive and constructive atmosphere. Disruptive behavior or actions that compromise the effectiveness of the Forum's activities shall be avoided.

Section 8 – Disciplinary Actions

Violations of this Code of Conduct may result in disciplinary actions, including but not limited to warnings, suspension, or expulsion from the Forum. The Executive Committee shall be responsible for addressing such matters in accordance with the procedures outlined in the bylaws.



Section 9 – Reporting Violations

Members who observe or experience a violation of this Code of Conduct are encouraged to report such incidents to the Executive Committee for appropriate action.

Section 10 – Amendments

Any proposed amendments to this Code of Conduct shall be presented to the members for approval, requiring a [majority/two-thirds] vote of those present at a meeting.

Date of Approval: _____

Signature of Chairperson: _____

Date: _____

Signature of Vice Chairperson: _____

Date: _____

Signature of Secretary: _____

Date: _____