MANIFESTO, WADA ABUBAKAR ALIYU FNIQS, RQS, MNIM

QS Wada Abubakar Aliyu FNIQS, here in brief are my manifesto for the post of the Assistant Secretary General in line with Article 2 (Fundamental Objectives) of the Nigerian Institute of Quantity Surveyors (NIQS) Constitution. As stated in Article 6.5.5 of the Institute Constitution, the duties of the Assistant Secretary General are as detailed below:

- To assist the Secretary-General in the discharge of his duties which are;
  - ✓ He shall Summon all meetings of the Institute on the Instruction of the President;
  - ✓ Recording and keeping of minutes of all meeting of NEC and any other meeting of which he is Secretary;
  - ✓ Writing and dispatching external circulars, letters and other correspondence of the Institute or National Executive Council or National Policy Committee Via, Faxes, e-mails and other approved modes of communication;
  - ✓ Furnishing and Presenting an annual or Special report of the activities of the Institute or of any of its organs at the Annual General Meeting;
  - ✓ To co-ordinate the activities of the State Chapters; and
  - ✓ Performing any other duties that may be assigned to him by the National Executive Council, or the National Policy Committee, or the management Committee or the Annual General meeting directly.
- Shall perform the duties of the Secretary- General in his absence.