

Affiliate Representatives within EUMA

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EUMA is governed by the Annual General meeting and is administrated by the Council. The Council is made up of the Association's Officers – The European Committee:

- European Chairman
- Deputy European Chairman
- European Treasurer
- European Public Relations Officer
- Association Secretary

together with

- Three representatives from each National Group;
- Three Affiliate members representing Employers
- Three Affiliate members representing Educators
- The Founder.

Affiliate Members' Representatives Role

According to the EUMA Statutes, the role of Affiliate Members' Representatives is "to present the interests of employers and educators on the Council, to bring before it matters of common interest and to act as advisors to the Association".

- To participate in Council/AGMs in order to advise and suggest future projects for EUMA study
- To pass on information/advice concerning the management support profession (image, status, qualifications, education, trends, career development, impacts from new technology, etc.)
- To promote EUMA and contacts with managers' associations, federations of industries, chambers of commerce, recruitment offices, schools, colleges, and generally, with all those concerned and/or interested or involved in the management support profession.

- To propose lectures, professional training/educational projects and other activities, which are relevant to both management assistants and managers/employers
- To organize and, if possible, run seminars/conferences, as requested by Council and/or national groups
- To further the aims of EUMA, by making EUMA known to other educators and employers
- To submit formal reports to Council on professional issues relevant to EUMA.

Affiliate Members' Representatives Participation in Council Meetings

The Council meets twice a year, in Spring and Autumn. The meetings last for one day. In the morning, there are separate meetings; the National Chairmen's meeting is led by the European Chairman, the National Treasurers meeting is led by the European Treasurer, the National PRO's meeting is led by the European PR Officer, and the Affiliate Representatives meeting is led by the Deputy European Chairman.

For further information please contact:
EUMA Deputy European Chairman