

The Structure of EUMA

EUMA is governed by the **Annual General Meeting** and is administered 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 (PRO)
- Association Secretary

together with

- Three representatives from each National Group; National Chairman, National Treasurer and National Public Relations Officer
- Three Affiliate members representing Employers
- Three Affiliate members representing Educators
- The Founder

The European Committee is responsible for the efficient and effective day-to-day running of the Association. It meets prior to Council meetings and, additionally, twice a year. The meetings are confidential although guests may be invited to contribute if necessary.

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 and the National PRO's meeting is led by the European PR Officer. The Affiliate representatives also hold a meeting led by the Deputy European Chairman.

During the lunch break, all participants debrief their National committees. In the afternoon, the Full Council meeting takes place, led by the European Chairman. Only Council members are allowed to attend this meeting, although Observers may attend if requested by the National Chairman and registered in advance.

The Spring Council meetings are organized on a voluntary basis by a National Group, who must submit a budget to the European Committee six months in advance.

The Autumn Council meeting is held during the EUMA's Conference week, usually in September or October and is organized by the Conference Committee of that year.

National Committees

Each National Group elects its own Committee at its AGM comprising of the National Representatives at the Council, as well as other elected or co-opted members as considered necessary for the efficient running of the Group. The National Committees are autonomous, with their own budget and annual programme of events that are held on a regular basis throughout the year in their respective countries. The term of office is for two years, but this may be extended to four years. The National Committee has a direct reporting line to the European Committee and must submit their financial accounts to the European Treasurer twice a year, before each Council meeting. Full job descriptions and roles and responsibilities can be found in the EUMA Handbook on the website.

Annual General Meeting

Held in September/October, the AGM follows on from the EUMA Annual Conference. All fully paid up members are invited to attend, but they must register their attendance with their National Chairman beforehand. For those who cannot attend, a proxy vote can be given to a named representative upon instructions from the Association Secretary.

Members may submit items for the agenda, but they must follow the guidelines issued by the Association Secretary.

The AGM usually lasts four hours, and an impartial day Chairman is invited by the European Committee to lead the meeting. Minutes are taken by a volunteer from the floor and are distributed to all members after the meeting.

Changes in the Statutes may only be made after approval from the AGM. The AGM also ratifies the decisions made by the Council since the previous AGM.

The AGM also votes in elections for the officers of the Association.

The procedures for the AGM are laid down in the Statutes of the Association.