

Membership fees for EUMA Switzerland:

Full Membership	150 CHF
Corporate Membership	340 CHF
Retired/Students	70 CHF

For more information, your contacts at  
**EUMA Switzerland** are:



**National Chairman**

**Patricia Jacob**

[chairman@euma-switzerland.ch](mailto:chairman@euma-switzerland.ch)



**National Treasurer**

**Brigitte Huber**

[treasurer@euma-switzerland.ch](mailto:treasurer@euma-switzerland.ch)



**National PRO**

**Stephanie Zenker**

[pro@euma-switzerland.ch](mailto:pro@euma-switzerland.ch)

Visit us on the Association's website  
[www.euma.org/switzerland](http://www.euma.org/switzerland)

**Next EUMA CONFERENCE**



EUMA Switzerland will be hosting the  
**37<sup>th</sup> EUMA Annual Conference**  
**7-8 October 2011**

Venue: Swissôtel Zuerich-Oerlikon



**Membership of European Management Assistants provides an opportunity for you to:**

- be part of an international **network** of professionals in your own field, giving you access to information, advice and moral support
- frequently participate in national and international **conferences, seminars and workshops**
- continuously work on your own personal and professional **development**
- receive relevant **information** through meetings and events, the Association's magazines as well as the Association's websites

## What is European Management Assistants (EUMA)?

EUMA was founded in 1974 and is today represented in **26 European countries**.

EUMA is an **international quality network of management support professionals** who focus on their personal development and the future of their profession.

What makes EUMA unique is its European dimension. The Association offers members access to a professional network encompassing a vast range of business cultures, languages and lifestyles, whilst at the same time it is a network where everyone is on common ground and among friends.

The professional journal of the Association, *proActive*, is issued four times a year, and the national groups publish their own magazine *Impetus* as well as newsletters.

The Association is a **self-development organisation** which has no political aims and will not engage in political or trade-union activities.

## Who is eligible for membership?

**Full membership** is granted to persons who have functions such as Management Assistant, Executive Assistant, Professional/Executive Secretary, Personal Assistant, Office Manager/Supervisor, Senior Administrator/Team Leader.

**Individual affiliate membership** is available for persons such as HR Managers, Recruitment Specialists, Training Officers, Teachers, and former full members who have changed their profession.

**Corporate affiliate membership** is available for corporations such as business and industrial companies, management and business colleges, Chambers of Commerce, international organisations, other professional associations, etc.

**Associate membership** is available for Management Assistants and Executive Secretaries who do not yet qualify for full membership.

## The aims of the association

To be the recognised voice of the Management Assistants profession by

- **forming a network of highly competent Management Assistants** able to advise on professional development
- **creating a forum for Management Assistants**, employers and educators to promote an understanding of the training experience and career opportunities necessary for the development of its members
- **creating an image of the Management Assistant** as an essential element of the management team.

The Association also aims to provide opportunities for the promotion cross-cultural relationship and professional understanding through the exchange of ideas and practices, by assisting members who wish to work in other European countries, and by holding international meetings of a professional and cultural nature.

To accomplish these aims the Association will encourage the setting up of European Management Assistants' groups in all European countries.

## How does European Management Assistants operate?

The Association is governed by the Annual General Meeting and is administered by the Council. The Council is composed of the Association's Officers (**European Committee**):

European Chairman, European Deputy Chairman, European Treasurer, European Public Relations Officer, Association Secretary together with:

- three representatives from each National Group: National Chairman, National Treasurer, National Public Relations Officer
- three Affiliate members representing employers, three Affiliate members representing educators
- the Founder

The Council meets twice a year, in spring and in autumn.

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.

At national level, each group elects its own Committee comprising 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 and meet on a regular basis throughout the year in their respective countries.