

The European Committee

Introduction

The European Committee (EC) comprises of five members who are elected by the AGM. Their term of office is two years, which may be extended for a further two years:

- The European Chairman
- The Deputy European Chairman
- The European Treasurer
- The European Public Relations Officer (PRO)
- The Association Secretary

The EC meets four times a year, for two days each time, in March, June/July, September/October and December/January. The European Chairman leads the meeting and the Association Secretary takes the minutes, which are confidential.

Roles and Responsibilities:

The role of the **European Chairman** is to “stimulate, advise, co-ordinate, arbitrate and direct the business of the Council” (Article 12.3.1. of EUMA Statutes)

- To **stimulate** by putting forward suggestions to the European Committee, Council and Individual members; by personal contact encouraging and creating interest in EUMA; by writing a ‘message’ to the members in proActive and by having contact with National Groups
- To **advise** in order to ensure that the Association is acting in line with its aims
- To **co-ordinate** by seeing that consolidated reports are prepared giving input of member countries and groups; by taking the necessary action where there is a breakdown in communications
- To **arbitrate** by taking action in cases of conflict

The European Chairman also directs the business of the Council as well as advises the Council on its best course of action. It’s the EC’s responsibility to lead and reflect on the possibilities open to the Association and to stimulate discussion and decisions.

The European Chairman liaises with the Association Secretary on the calling of meetings and preparation of agendas as well as leading the European Committee meetings, Council meetings and General meetings, ensuring that all shades of opinion are expressed and to obtain a resolution.

The European Chairman also ensures that new EC members are briefed on current issues. It is the task of the European Chairman to represent the Association, or delegate to another officer to do so, when invited by other associations to participate in meetings or other events organised by them.

The role of the **Deputy European Chairman** is “to represent the European Chairman when necessary” (Article 12.5.2 of EUMA statutes)

The Deputy European Chairman represents the Association when requested to do so by the European Committee and assumes the responsibilities of the European Chairman in the latter’s absence, sharing with the European Chairman the task of running the Association and acting on specific tasks.

A specific responsibility is to maintain communication and work together with the Affiliate Members Representatives on the Council. To encourage active participation of Affiliate members in projects run by the Association.

Additional responsibilities are:

- The development of new EUMA groups
- Maintain close contact with mentor countries and twinned country members
- All training issues within the Association and to co-ordinate the Training Programme within EUMA (as from September 1998) on a European basis
- Establish links with colleges, other educational institutions and training companies in order to work together on specific projects

The **European Treasurer** is responsible for:

- Keeping the books of the Association (all book entries are made by computer)
- Operating the Association's bank and interest account
- Requesting payment of membership fees from member countries and individual members in non-member countries
- Paying bills and expenses of the Association
- Co-operating with the European Committee, the National Treasurers and the Central Secretariat on matters relating to the Treasurers
- Preparing and reporting the Association's budgetary and financial information to the AGM

The **European PRO's** main tasks are to:

- Develop and implement the Association's communication strategy in line with the current PR Strategy
- Follow-up the implementation of the PR Strategy in the National Groups by setting concrete objectives
- Have the PR Strategy adapted to new requirements and priorities by a project group chaired by the European PRO
- Establish and maintain links with print media, radio and television, organizations and companies who could offer publicity and advancement of European Management Assistants' aims
- Develop and implement a strategy for obtaining sponsorship for the Association's activities, proActive, as well as the Association website
- Together with the European Treasurer, establish the overall PR budget, incl. proActive magazine and the Association's website
- Define the needs in promotional material and ensure that an appropriate stock is available with the Central Secretariat; keep an updated list of the latter, to be regularly distributed to the European Committee members and the National PROs

The **Association Secretary** is responsible for the statutory administration of the Association, including drafting and distributing the agenda's and minutes for the National Chairmen's meetings, the Full Council meeting, the European Committee meetings and the AGM.

In general, the job of the Association Secretary is to assist the European Committee by administrative support in the carrying out of its functions and to put forward suggestions aimed at the development of the Association and to reducing administrative workload etc.

The Association Secretary also keeps current files on correspondence i.e. statutes, guidelines, Council, European Committee, Annual General Meeting, minutes books etc. (in practice the main filing is maintained at the Secretariat).