

KRA's for EEMA National Executive

President

1. Provide leadership, take forward the vision for the industry.
2. Create and approve the strategic plan for the association, its leadership team and Secretariat
3. Work in consultation with the Director General in streamlining systems and growing the influence of EEMA
4. Ensure the Secretariat and National Executive Committee fulfils its role in respect of governance of the association.
5. Media Spokesperson of the Association
6. Present the annual report – summary of activities to present to AGM
7. Ensuring the association is run according to its rules
8. Building relationships and representing the association with external organizations, governments, etc.
9. Taking forward relationships with other industry bodies.
10. Appoint the Ombudsman and Ombudsman Committee.
11. Ensuring that all complaints are addressed by the Secretariat.
12. Refer matters to the Ombudsman as may be deemed necessary.
13. Consults with NAC from time to time for key policy issues
14. Advocacy of EEMA and its initiatives.
15. Approve budgets and expenses from time to time
16. Oversee dispute resolution when needed.

Executive Vice President

1. Represent the President as required and represent EEMA at all such events and industry occasions as directed by the President.
2. Represent EEMA as media spokesperson of the Association as may be required in consultation with the President or if the President is not available.
3. Monitoring the progress of all activities and projects as agreed to with the Regional Vice President of the regions.
4. Drive the requirements of the specific industry verticals, activation, MICE, social events, exhibitions, technology, etc.
5. Drive initiatives with VPs on Safety, Skills development, Education, Women empowerment, Youth empowerment, globalization, etc.
6. Co-signing cheques on behalf of the Association as and when required.

General Secretary

1. Determine the agenda for the meetings, record decisions taken and followed through and all business is covered
2. Set the agenda for meetings monthly with President and EVP
3. Oversee Internal communication to members through newsletters, etc.
4. Ensure all legal documents for EEMA are filed with the required agency on time.
5. Oversee national events and initiatives such as EEMAGINE Conclave, EEMAX Global Awards, EEMA Spotlight Awards, etc.
6. Oversee all correspondence (to be executed by the secretariat)
 - a. Prepare Agenda
 - b. Distribute minutes to all the committee members
 - c. Ensure that national executive members are present to make the meeting quorum
 - d. Maintaining register of the members
7. Co-signing cheques on behalf of the association
8. Oversee day to day operations of Secretariate

Treasurer

1. Create the annual budget
2. Oversee the accurate maintaining and filing of all financial records
3. Monitoring the income and expenditure of the association
4. Approve budgets for projects including the pre-project PnL and the post-completion PnL
5. Initiate payments and co-sign cheques as required
6. Liaise with the banks, auditors, taxation authorities.
7. Oversee the preparation of the annual accounts and liaise with the independent auditor of accounts.
8. Oversee internal audits as may be required.
9. Ensure the committee has agreed appropriate procedures for the handling of financial matters
10. Prepare and present financial statements to the Annual General meeting
11. Presentation and circulation of detailed P&L account and balance sheet to National Executive Committee on a quarterly basis
12. Oversee members payments as may be required
13. Work with the Regional VPs and ensure all member dues are collected on time.
14. Explore income opportunities for EEMA.

EVENT AND ENTERTAINMENT MANAGEMENT ASSOCIATION

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Secretary

1. To record minutes of all NEC/ NAC meetings.
2. Circulate these on time and create the agenda for monthly meetings, convene such meetings, keep a true and accurate record of the proceedings of the same.
3. To centrally coordinate knowledge and training workshops to be held in each region in consultation with the Joint Secretaries or State Heads.
4. Oversee the drive for membership in association with Regional VPs and State Heads.
5. Create schemes from time to time to benefit members, encourage engagement and build membership
6. Work with secretariat to ensure smooth functioning of all officers of EEMA
7. Ensure transparent and efficient process in the run up of the EEMA Spotlight and EEMAX Global Awards
8. Oversee the Annual General Meeting.
9. Responsible for day to day management and administration of the Association.
10. Submit audited statements of accounts of the preceding year not later than three months after the close of the Financial Year.
11. Report to the NEC on all capital and recurring expenditure.
12. With the approval of the NEC delegate any of his powers and functions and duties to any member/ staff of the Association which are not inconsistent with the provisions of these rules.
13. Do all such things as may be required for day to day management and administration of the Association.
14. Sign all deeds and documents for and on behalf of the Association.
15. Sign all documents and proceedings requiring authentication by the Association.

Zonal VP (s):

1. Promoting EEMA in their Region and act as regional point of contact for EEMA
2. Representing regional interest within EEMA National Executive Committee
3. Provide monthly regional status to the NEC and quarterly reports to the Regional EEMA membership.
4. Present an Annual regional status to Annual General meeting
5. Ensure that each zone has a workshop at least once a month along with the secretary of the national executive
6. Build membership and add value for members in their region.
7. Liaise with local government and local industry organizations
8. Address any dispute that local members may have.

9. Screening of all new applications of membership form that regions and giving report to the National Executive Committee
10. Promotes EEMAX Global and EEMA Spotlight awards and ensures maximum participation for these.
11. Works with the President, EVP and General Secretary to drive awareness of EEMA in the regions.
12. Works with the Treasurer and the Secretariat for timely collection of dues from members and sponsors, partners, etc.

VP/Secretary – Brand EEMA: Key responsibilities

1. To centrally supervise and develop BRAND EEMA
2. Develop collateral, marketing and brand visibility for EEMA and its initiatives including the Awards, Conclave, Leadership Retreat, Workshops, Learning sessions, etc.
3. Work on messaging, PR strategy and social media requirements for the industry.

VP/Secretary (Talent Development) : Key responsibilities

1. To drive the national agenda for talent development through multiple avenues
2. Work with universities, education bodies, institutes and others to create a formal Event and Experiential knowledge program.
3. Develop existing talent in member-organizations. Creating workshops and knowledge centers for members across categories.

VP/Secretary (Industry Standards & Processes)

1. To identify and create a paradigm for standardization of processes in the industry
2. Develop and create guidelines for industry standards in various areas (Health and Safety, Measurement, codes of conduct, etc)
3. Communicate with members on industry standards and suggest standard compliance for all member associations
4. Identify and recruit knowledge partners for the benefit of the industry

VPs/Secretary for Key Initiatives

From time to time, the President would appoint leaders to advocate and drive key initiatives such as Women's Empowerment, Youth Empowerment, Copyright negotiation, Skills development, Education and student engagement, Safety, etc.

1. To understand the needs and concerns
2. To recommend programs, actions that can be undertaken by members, ecosystem, government, industry, etc.
3. To make recommendations to government and the required authorities with regard to policy, laws and the regulatory framework.
4. To activate the industry to bring about change in line with EEMA's vision for the benefit of the events and experiential industry.