



Who can apply for membership?

Introduction

European Management Assistants is an international network of management support professionals who focus on their personal development and on the future of their career.

European Management Assistants, which was founded in 1974 and it is currently represented in 25 countries, is unique because of its pan-European dimension. It is the only European association offering 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 will be on common ground and among friends.

Members

Members belong to a European association, but are linked to it administratively via a national group. If no group exists in the country of residence, membership can be applied for directly at the Association (individual member).

Qualifications to become an individual member

- You work at management or executive level;
- You have acquired sufficient knowledge of the management support profession;
- You have qualified by education, training or job experience.

Job titles

Your title at management and executive level differs from country to country and can be one of the following:

- Management Assistant
- Executive Assistant
- Executive Secretary
- Personal Assistant
- Office Manager
- Office Supervisor

- Senior Administrator
- Team Leader
- CCO (Communicator, Coordinator, Organizer)
- Marketing Assistant
- PR Assistant
- Financial Administrator
- Financial Analyst

Education, responsibility and skills

- You have good education, training or job experience;
- You are keeping abreast of new ideas and technology;
- You are committed to continuous learning;
- You are able to work without supervision;
- You have excellent interpersonal skills;
- You have ability to lead a team, delegate and manage projects when necessary.

Other types of membership are:

- Corporate member – available for corporations such as:
 - Business and industrial companies
 - Management and business colleges
 - Recruitment organisations, etc.
- Individual affiliate member – available for persons such as: personnel managers, training officers, recruitment specialists, teachers and former full members who have changed their profession;
- Affiliate member – available for management assistants, executive secretaries, etc. who do not yet qualify for full membership;
- Student member – available to students attending a Business School or Secretarial School or College.



What do you get for your membership fee?

Introduction

European Management Assistants is a non-profit international network of management support professionals who focus on their personal development and on the future of their profession.

European Management Assistants, which was founded in 1974 and it is currently represented in 25 countries, is unique because of its pan-European dimension. It is the only European association offering 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 will be on common ground and among friends.

Members

Members belong to a European association, and are linked administratively via their national group. If no group exists in the member's home country, membership can be applied for directly to the Association.

Types of membership

The following types of active membership exist:

- Full membership
- Associate membership
- Affiliate membership (individual or corporate)
- Student membership

Annual membership fee

The membership fee is payable as one amount locally, but is actually composed of two parts:

- A contribution to the Central Fund decided by the European annual "General Meeting";
- Plus a fee in order to cover local national running expenses decided by the national groups in their General Meetings.

What benefits do you enjoy by being a member?

You will as a member:

- Be a part of a unique European association;
- Have access to a local and Europe-wide professional network;
- Meet members with a vast range of business knowledge and lifestyles;
- Have the opportunity to use your knowledge of languages;
- Receive "ProActive", our European magazine three times a year;
- Have access to the Association's website;
- Have access to the membership database;
- Have up-to-date information regarding different profession and job-related developments;
- Have the opportunity to participate in a custom-made Training Programme;
- Participate in the annual general meeting and annual conference organized by different national groups;
- Participate in an annual programme of national and cross-border events.

You will as an individual:

- Have the opportunity for lifelong learning and self-development;
- Broaden your horizons both nationally and internationally;
- Be given the platform to develop skills;
- Gain experience in areas usually found outside your own employment;
- build on your CV;
- Increase your skill base and knowledge;
- Learn to be even more creative and flexible;
- Become aware of new ideas and experiences in your profession;
- Make new friends;
- Learn about culture and business life in all the member countries;
- Have the opportunity to actively participate in the running of the Association;
- Be able to participate in cross-border teams

