

AIDE-MEMOIRE FOR PRESIDENT OF EEA
(updated by Guido Tabellini, December 2008)

1. Introduction

The President is responsible for the process and timeliness of decision making by the Association's decision-making authorities . This is not easy because many, if not most, decision-making powers are vested in the Council that meets once a year (at the Annual Congress). Details are spelt out in the articles and bye-laws of the Association that the incoming vice-president should read and keep close to hand throughout his or her term of office.

2. Composition

The Ex Com comprises the President, Past-president, President-Elect, Vice-President, the Secretary, the Treasurer, and the Managing editor of the JEEA. The President carries out all negotiations on behalf of the association, although some dealings maybe delegated. The President would normally lead in discussions with MIT Press (or publishing houses in general), the Yrjo-Jahnsson Foundation, Economic Policy, the National Bureau of Economic Research, FBBVA, FEEM and similar bodies. It is important that the President keeps the Ex Com informed and consults with its members before reaching decisions.

3. Documents of Association

Copies of all contract and agreements made by the Association are held in the office of the Secretary. It is vital that any new, or changes to existing, agreements are sent to the Secretary whose versions are the official records of the Association. There has been trouble in the past when agreements were not recorded in writing and subsequent officers had no personal recollection of what had been agreed. Copies of agreements can be obtained from the Secretary. It is advisable that all correspondence bearing on matters that might affect the interests of the Association be copied to the Secretary, and to other members of the Ex Com where appropriate.

4. Responsibilities of Vice-President elected in autumn of year t:

As Vice-President you take office on January 1 in year $t + 1$, President-Elect in year $t + 2$, President in year $t + 3$ and Past-President in year $t + 4$. You should attend the Ex Com meetings in the spring and the Annual Congress (and meetings of the EC and Council) in the late summer each year. It is advisable to ask for the minutes for the year or two prior to your joining them. You should also obtain copies of past reports prepared for the Executive Committee from the Secretary, as you can expect to be asked to prepare a new report on a topic chosen by the President, and will in turn expect to commission one such. You should obtain an up-to-date list of names, addresses, fax, phone and email addresses of all members of the EC, Council, any standing nominating committee chairs, and relevant members of the Econometric Society - Secretary, President, Vice-President, and chair of the European Standing Committee.

i) Preparing for your Congress in year $t+3$

A decision will be made on the location of the Congress in year $t + 3$ (your Presidential year) to be recommended to the Council meeting later that year. Upon your election you may wish to consult the Secretariat about the short-list of sites to be considered. The final decision on location is taken together with the Econometrics Society, whose congress takes place alongside the EEA. There is a Standing Committee that represents both associations and you will be expected to stand on this committee. Before the Congress in year $t+ 1$ you should choose a Programme Committee chairman for year $t + 3$, preferably after consultation with the Ex Com. The choice of the Programme Chair is critical to the smooth running of the Congress. The requirements for a good Chair include the following: organisational ability, timeliness, someone not heavily involved in travel commitments but reasonably readily located, familiarity with the cutting edge of the subject and hence well placed to identify topics and potential session organisers, access to reasonable secretarial support, and enthusiasm. These requirements conflict - anyone that good is likely to be heavily involved in travel and hard to reach, but while some use this as an excuse for irresponsibility, others are capable of taking a range of responsibilities and making sure the responsibility is properly shouldered. The name should be announced to the Ex Com and Council at the Annual Congress. The Chairman should attend the congress (and Ex Com in year $t + 2$, and the Spring EC in $t + 3$). There is an aide-memoire for the Programme Committee chairman. The Programme Committee chairman should, in consultation with you, appoint a deputy chairman who can take over in care of unforeseen circumstances, such as illness or death. It has become the practice for the deputy chairman to be located in the same institution as the chairman.

5. Responsibilities of President-elect in year t + 2

As President-elect in year t + 2 you should announce your choice of the theme for the three A lectures for the Congress in year t + 3 at the spring Ex Com. You should also announce the names of the Marshall and Schumpeter lectures. Traditionally, these lectures are given by a scholar based in a European university and by another scholar based in the US or elsewhere. The travel and local costs of these lecturers are met out of the budget of the Congress. You should liaise with the lecturers over the date by which the manuscript should be with the Programme Committee chairman in order to ensure publication in the JEEA (usually within one month of the Congress). You should consult the Chairman of the Standing Committee on Student Affairs over the venue and topic of the Summer School, for year t + 3.

Immediately following the spring meeting of the Ex Com you should appoint the Nominating Committee for year t + 3. This comprises all elected members of the Ex Com and three extra people nominated by the Council. The chairman is usually a past president. There is an aide-memoire for the Nominating Committee. Your task is to set up the committee, tell it to report before the spring Ex Com meeting in year t + 3, and then leave them to get on with it. The selection of nominees for President and Council is the responsibility solely of the Nominating Committee.

In the annual Spring meeting you should choose the dates and location of the following spring's Ex Com meeting. Usually this is held at the Institution of the President. The meetings have taken place on either Friday (late)/Saturday or Saturday/Sunday. Travel expenses are reimbursed by the Secretariat, although the Congress Local Arrangements Committee place their costs in their congress budgets. There will need to be someone responsible for local arrangements.

6. Responsibilities as President in year $t + 3$

In year $t + 3$ you assume the Presidency.

With the Secretariat, you should arrange the agendas of the two Ex Com meetings during the year, and also that of the Council meeting and the General Members Meeting (both held during the annual congress). Agenda details and reports should be circulated in advance by the Secretariat. You should invite the proposed Local Organiser of the Congress two years hence ($t+5$) to the Council meeting at the Congress to present the bid that the Council must decide. You may wish to invite people not on the Ex Com for certain items of the agenda (but not for the whole meeting). Examples include the Local Organising Committee chairmen for years $t + 3$ and $t + 4$, and the Programme Committee chairman for $t + 3$. Try to keep these invitations to a minimum; others will find it easier to attend at the time of the Annual Congress. Make sure that those you wish to invite know the date, time and place where they are expected sufficiently long enough in advance, and that they have confirmed their attendance.

i) Congress in year $t+ 5$

It is important that there are bids on the table at the spring EC meeting to host the Congress in year $t + 5$, and it may be necessary to solicit these. There is an aide-memoire for those wishing to submit a bid that describes what a bid must contain. You will wish to consult with the newly elected vice-president on the location of the Congress in year $t + 5$ -when he or she will be President. Also, you have to consult in due time (before March normally) with the chairman of the European Standing Committee of the Econometric Society. The aim is to include at least one co-ordinated bid in the set of bids that are submitted to our Council and the European Standing Committee of the Econometric Society. For a bid to be called co-ordinated the two conferences may be in the same city or they may be in different cities in close proximity.

ii) Fund raising and institutional members

You will need to liaise regularly with the Secretary over a range of matters, and with the Treasurer over finances and fund-raising. The Treasurer will have a list of current institutional members, and may have a list of those unsuccessfully approached. During your Presidential year, you have a special responsibility in recruiting institutional members. You may make a special effort in your own country and coordinate the activity of the officers. Keep the Treasurer and Secretariat informed about replies to new approaches both successful and unsuccessful.

More generally, fund raising activities are the responsibility of the President and it may be sensible to choose an area in which to make an initiative. You should write to the Chief Executives of all institutional members inviting them or their nominated deputy to the Congress, thanking them for their continued support, and, if their membership is due to lapse, inviting them to continue their support.

You are responsible for any negotiations with MIT Press (or whoever publisher should be) on their contract with the EEA. You should read the reports on the Association's relations with MIT Press (or whoever publisher should be) and consider whether the Association's future publications strategy should be reviewed.

iii) Committees

You will also have to set up one or more committees during the year. These include:

a) A committee to determine the winner of the Yrjo Jahansson award. This is given every second year - the "odd" years. The revised agreement between the Association and the Foundation of 1995 sets out the organisation. The EEA appoints four members of the Committee and the Foundation one. The EEA members should be invited to serve on two occasions, the first as corresponding member not attending the Foundation meeting, the second as senior member attending the meeting. In steady state each President in an even year would appoint two members to the committee whose recommendation should be sent to the President and to the Foundation during the first half of the next "odd" year.

b) A committee to award the Hicks-Tinbergen medal for the best article in the JEEA. This is awarded in the "even" years, and the Committee is best set up in the second half of the preceding "odd" year. There are three members of this committee. It should report no later than 1 May so that the President may ensure that the recipient(s) is at the Congress to receive the medal to be made and purchased.

c) A committee to award the FEEM Award for the three best papers presented by under 30-year olds at congress. There are three members on this Committee. One member is chosen by FEEM, the Programme Chair of congress is always present on Committee. The EEA must nominate the third committee member during the first annual Ex Com meeting.

d) A committee to nominate a scholar to present the FBBVA-JEEA lecture held at the American Economic Association. There are three members of this committee. One member is nominated by FBBVA while the EEA nominates two members during the first annual Executive Committee meeting. The name of the nominated scholar and his agreement must be communicated to the Secretariat no later than August 30.

e) Special ad hoc committees on certain aspects of the organisation of the Association. It became the practice in the early 1990s for the President to choose one aspect of the organisation that merited closer attention and to set up a committee of three or more people, usually including the Vice-President to report to the following spring's EC meeting. The Secretary has copies of these earlier reports.

f) Search Committees for officers of the Association. These include the Secretary, Treasurer, and the Managing Editor of the JEEA. You should ascertain when the existing officers terms of office come to an end. Search Committees have typically been drawn from the EC itself. They report to the EC, which in turn reports to the Council that takes the final decision. There may be other appointments to make, such as the Chairman of the Standing Committee on Student Affairs, and the EEA co-chairman of the ISOM seminar (the other is appointed by the NBER).

iv) website

The President should overview the content of the EEA website

At the Congress you will give your Presidential Address in the opening session, and later in the Congress take the chair at the Annual Assembly. Certain financial matters have to be taken at the Assembly, including the appointment of the auditors. It is a good idea to have a speaking note for this meeting that can then be used as a draft of your Presidential Report that must be submitted for publication in the ER immediately after the Congress. Take the articles and bye-laws with you to the Congress - you never know when you may need them. Make sure that all the A lectures are submitted for publication on time.

After the Congress, when the results of the election of the Vice-President and Council are announced, write congratulating letters and consult with Vice President-Elect about possible congress sites for his year of Presidency. Then clear your desk, chase up remaining target prospective institutional members and update this aide-memoire.

6. Responsibilities of past President in year $t + 4$

In year $t + 4$ you will be past-President. By this time you will have acquired sufficient knowledge and experience to be a useful source of private advice to your successor. Your only duty in this year, other than attending meetings of the EC and Council, is to open the Congress and introduce your successor before he or she delivers the Presidential Address. After that you join the ranks of past President and can bask in the glory.

You are also expected to update the Aide Memoire and add any important information that will be beneficial to future EEA presidents.