

## Aide Memoire for Secretariat

1. Maintain the membership database, process credit card payments, answer member queries and send out renewal reminders at least once a month.

A revised EEA website [www.eeassoc.org](http://www.eeassoc.org) was developed in 2008 and the membership database can be accessed electronically via the backend at [www.eeassoc.org/admin](http://www.eeassoc.org/admin) . Members can pay by one of three methods:

- a) On-line through Banca Sella which is directly credited to the EEA bank account. On payment, the database is automatically updated.
- b) Off-line by credit card in which case the Secretariat has to action the credit card payment, manually update the database to show that the member has paid and send the member a receipt.
- c) Bank transfer to the EEA account. The Secretariat has to manually update the database and send a receipt to the member

The database can be downloaded as an excel file. This is necessary to:

- i) send out reminders to members whose membership is expiring.
- ii) export data figures for the Secretary's report
- iii) periodically tidy up the database – delete members who have not paid etc

The Secretariat should have its own email address – [eea@unicatt.it](mailto:eea@unicatt.it) and all member queries come through this account or direct from web.

The EEA also has Institutional Members (numbers vary from year to year) who are emailed annually and invited to renew their subscriptions. All Institutional members should be sent two copies of each issue of JEEA and Economic Policy. There is a separate mailing list for these. The Institutional members also have the possibility of sending two representatives to the EEA annual congress where they are invited to attend a buffet-lunch. The Institutional members are also sent newsletters on a quarterly basis with news of EEA activities.

2. Pay invoices, maintain income and expenditure records, produce annual accounts to send to accountant.

In Italy, there is one EEA bank account (in €). Other funds are kept with Fortis in Belgium and are the responsibility of the Secretary and the Treasurer. The Secretariat manages the everyday accounts. Income and expenditure records are maintained and should be reconciled monthly. An annual income and expenditure account should be made and sent to the accountant for audit.

3. Service the EEA committee in Spring Ex Com meeting and Ex Com, Council and General Members meeting during annual congress held in August.

The Spring meeting is traditionally held in the Institution of the President. The Secretariat should liaise with the President regarding the fixing of date well in advance of the meeting, send the agenda to the President to check if any additional items need to be included, send out the agenda and papers to the Ex Com, confirm travel and accommodation, take minutes, circulate them afterwards, following approval by President, and pay the expenses incurred by the Ex Com.

At the congress, there are three meetings that involve the Secretariat. The Ex Com meeting is held from lunch time of the first day of congress to dinner time, while the Congress meeting is held during lunch time and the General Members meeting after the Presidential Address. Each meeting requires an agenda and papers sent out in advance, minutes to be taken and circulated afterwards, following Presidential approval. The reports of the Secretary, President and JEEA Editor are uploaded and published at [www.eeassoc.org](http://www.eeassoc.org)

4. Liaise with Publishers

The Secretary is involved with the negotiation of terms with the publishers.

On a regular basis the Secretariat has to provide address labels of members for the publishers of JEEA and Economic Policy. Address labels are only needed for those members who have paid for hard copy membership.

#### 5. Maintain the EEA Website

Pages need to be updated as and when necessary. Forthcoming papers of JEEA are also uploaded for all on-line members. These papers need to be available online after MIT Press confirm that they have sent out the hard copies of JEEA,

#### 6. Congress

The congress is held once a year at a location decided upon 2 years previously by the Congress Committee (composed of EEA and ES Ex Com members). Prior to the congress, the Secretariat will advise the Local Organising Committee (LAC) on various matters and procedures that happened at previous congresses. Various ad hoc decisions will have to be made.

A number of awards are given out at congress –

Hicks Tinbergen – this is awarded in even years. The Secretariat has to ensure that the HT Nomination Committee arrives at a decision to allow time for the reverse side of the medal to be engraved and that the HT winner is invited to the congress.

Yrjo Jahnsson Foundation – this monetary prize is awarded in odd years. The Secretariat has to ensure that the YJ Awards Committee is meeting.

FEEM Award. Awarded by FEEM committee to the three best papers submitted by young economists.

Travel Grants – 400€ is made available to 30 students. The Programme Chair decides who these 30 students are and then the Secretariat contacts them for their bank details. Payment is made after the congress. During the congress, the Secretariat should check at registration that all the students have registered as payment will only be made to those present at congress.

#### 7. Organise electronic elections.

The elections to the EEA officer posts are now carried out electronically. Please see Nominating Committee Aide Memoire.

#### 8. Comply with legal and tax regulations of the host country.

### Time Guides

<b>January</b>	Update all EEA membership payment codes Send out email reminders to all expired members of previous year. Update web pages. Remind incoming President to send out welcome letters to all new Council members and to send out thank you letters to all outgoing officers. Start Nominating Committee elections first rounds. Invoice all Institutional members. Finalise previous year's accounts. Contact MIT Press or publishers with changes to EX Com and Council. Make changes on JEEA website Change all officer details on EEA letterhead
<b>February</b>	Paper submission deadline so peak month for renewals. Mail relevant rewards committee for information
<b>March</b>	Practical arrangements for Spring meeting – liaise with President's secretary, relevant bookings; finalise numbers, agendas and ask for reports. Chase up Nominating Committee, contact nominees and accumulate their CVs

- April – May** Attend Ex Com meeting.  
Prepare minutes and ask President for authorisation.  
Invite all Institutional Members to congress and enrol them
- June** Chase up all relevant award committees  
Work with LAC in order to find out which people enrolled in congress are current members.  
Work with AEA arranging the FBBVA (AEA-EEA Lecture)
- July** Remind President – Elect to find Chair for Nominating Committee for following year.  
Prepare for Ex Com, Council and General Assembly meeting.  
Find out names of Travel grant winners and contact them.
- August** Final arrangements for congress
- September** Ask Programme Chair to update PC Aide-Memoire  
Send out minutes for President's approval and then distribute them.  
Upload reports on to website.  
Send out Aide-Memoire to new Nominating Committee Chair.  
Start online elections.  
Start At-Large member elections.  
Make preparations for BBVA lecture at AEA Congress
- October** Close elections and inform winners and losers.  
Send out Aide-memoire to new Vice President and minutes from the past year.
- November - December**  
Contact Blackwells and JEEA for any new prices.