



## **Election of Members of the AEHT Executive Board and of the Managing Committee**

A) Elections for **Executive Board members** (national representatives) are to be held by electronic ballot during the spring of 2013. National ballots are organised by the AEHT Head Office with the help of Vice-President Ana Paula PAIS and the Coimbra Hotel school, and the new Executive Board will meet for the first time during the 2013 Annual conference on the cruise ship in the Mediterranean Sea.

### **Duties of AEHT National Representatives**

- Attending meetings (usually twice per year) of the AEHT Executive Board. Generally the first meeting is held in February or March in the same location as that year's Annual Conference, and the second meeting takes place during the Annual Conference itself. The AEHT pays for board and lodging at the February meeting, though not at the Annual Conference. Executive Board members may not normally claim travelling expenses.
- Checking, amending and updating, in collaboration with the AEHT Head Office, their country's entry on members and information on the national Hospitality and Tourism Education system published in the AEHT Yearbook and/or on the AEHT Internet site in collaboration with the Secretariat; we need to know promptly about modifications in the national vocational training system, changes of school directors, changes of AEHT contact persons, new telephone numbers, and especially new e-mail and web site addresses.
- Acting as a national contact point for AEHT matters, encouraging the national membership to participate in the AEHT's activities and to organise activities which can be opened to the whole AEHT membership.
- Ensuring communication with the national membership, particularly in cases where contact is difficult; we would expect the national representative to have a constantly updated contact list of national member schools.

- Responding promptly to communications from the AEHT Head Office.
- Establishing and maintaining contacts with national bodies representing the hotel, catering and tourism professions, and reporting on these contacts to the Executive Board meetings.
- Promoting the AEHT in the country, which they represent. Assisting the AEHT in recruiting new members, including professional members and sponsors willing to support the association's activities.

**NB.:** The Executive Board members should have a good knowledge of one of the AEHT's two official languages, English and French.

**B)** The election of the **AEHT President and Vice-presidents** (who together with the Treasurer, the General Secretary and the Translator/Interpreter make up the AEHT *Presidium*) takes place during the first meeting of the new Executive Board (in November 2013). All elected members of the Executive Board are eligible for election to the Presidium (except to the posts of Treasurer, General Secretary Translator/Interpreter, who are appointed, not elected).

Each member of the Presidium has specific responsibilities which are defined at the time of the election (at present these include responsibility for seminars, for fixed and occasional events, for teacher and student placements, for contacts with the hospitality industry, for higher and continuous education, for the finances and for the promotion of the AEHT).

The success of the AEHT depends very heavily on the success with which these officers carry out their duties, and it seems appropriate to ensure that the election process results in the election of the very best candidates, able to dedicate enough time to AEHT duties and willing to work closely with the president, treasurer and the secretariat to guarantee a dynamic future for the AEHT.

Candidates for the posts of President and Vice-president are therefore requested to make a statement at the first meeting of the new Executive Board, outlining how they will carry out the responsibilities of the post to which they seek election.

*Updated April 2013*