



## ***International MultiModal Transport Association***

### **Representative Terms of Reference**

#### **The IMMTA REPRESENTATIVE:**

- 1. Will promote the objectives of IMMTA in the country/region. In this connection, s/he will act as the focal point for IMMTA activities within the country/region, and will communicate with the IMMTA Secretariat as necessary.**
  - 2. Will endeavour to recruit new members for the Association.**
  - 3. Is authorized to open a bank account in the country of his/her residence on a "no overdraft whatsoever" basis and will in no way commit the Association for any liability whatsoever.**
  - 4. Will endeavour to arrange local IMMTA meetings, if possible or appropriate in cooperation with the Secretariat.**
  - 5. Is authorized to charge fees for its services to members and other participants at locally organized IMMTA meetings.**
  - 6. Is permitted to collect IMMTA membership fees on behalf of the Association and will consolidate the transfer of collected funds to the Secretariat on a monthly basis.**
  - 7. Will be permitted to retain 25 per cent of the collected membership fees to pay for local expenses.**
  - 8. May organize and conduct Seminars/Workshop/local training programmes in their own respective territories in collaboration with the Central Secretariat.**
  - 9. Will remain solely responsible for any and all expenses in the connection with his/her activities in a country or region. Such activities may nevertheless be financed - wholly or partly - through the retention of 25 per cent of those local membership dues referred to under item 7 above.**
  - 10. All activities shall be self-financed and will be budgeted to generate surplus funds for IMMTA Country /Regional Representative. Seventy-five (75) per cent of the profits generated from any such activity will be retained by IMMTA Country/Regional office and the balance twenty-five (25) per cent will be promptly remitted to the IMMTA Central Secretariat.**
  - 11. Will, by the end of December of each year, submit an annual draft program of work for the next 12 months to the Secretariat and will submit to the Secretariat, before the end of January each year, audited annual accounts of all income and expenses for the previous year.**
  - 12. May distribute IMMTA publications within the country/region, including the distribution of the IMMTA BULLETIN.**
  - 13. Will submit articles and news items, and will encourage local members to submit articles for each issue of the IMMTA BULLETIN.**
  - 14. Will advise the IMMTA BULLETIN Editors of specific subjects which may have local, regional or global interest for members and other readers of the IMMTA BULLETIN.**
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