



ENVIRONMENTAL MANAGEMENT ASSOCIATION OF SINGAPORE

1003 Bukit Merah Central #06-28 Singapore 159836 Tel: 69700 650 Fax: 69700 546

EMAS Executive Council (Exco) Member and Observer Responsibilities

The Exco is made up of eleven council members. They are represented by either managers or business owners from EMAS Ordinary or SME members with a valid NEA license.

There are two Observers, and they are represented by EMAS Associate and Institutional members.

The above positions are elected once every two years through a simple majority voting process of members who have nominated themselves for the election of EMAS Exco or Observers. Each term is two years.

While the above is on a voluntary basis, the Exco Members and Observers' commitment and participation in various projects are needed to represent the interest of the cleaning industry.

The Exco's and Observers' responsibilities are as follows:

1. Exco and AGM Meetings

- a. Exco meetings are held once every two months and usually last about 3 hours. During the meetings, information from various regulatory agencies and stakeholders will be shared. Should there be a need to decide on any matter, a simple majority voting will occur. Any Exco member or Observer who fails to attend three meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Exco.
- b. AGM shall be held within 6 months following the close of EMAS' financial year and is usually held in October.

2. Specific Responsibilities

- a. Each Exco member may be assigned to represent EMAS to lead specific projects or be part of a task force, workgroup, or sub-committees with various regulatory agencies. The member is expected to attend the meetings and provide assistance as required by the agencies.
- b. The Exco member is also expected to bring back information gained during such sessions to share with the Exco and the industry (subject to the level of confidentiality).
- c. The Exco member is to bring any decision-making back to the Exco for simple majority voting before communicating any commitment to the respective agencies.

3. Participation & Engagement

- a. Exco members will be delegated to represent the industry in meetings with various regulatory agencies, dialogue sessions, webinars or related activities.
- b. Active participation and engagement from Exco members are required to ensure that the industry's feedback and suggestions are shared with various agencies and provide advice to external stakeholders.



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- c. EMAS will also organise various activities and events such as ES Workforce Day, technology connect sessions, webinars, workshops, courses, dialogue sessions, and social activities to add value and benefit to the industry. Exco members and the EMAS Secretariat are expected to participate actively in the organisation of such activities.
- d. Exco members and Observers are expected to contribute to any EMAS publications and circulars related to the industry.

4. Differing Opinions

- a. There will be differing opinions, and Exco members are encouraged to contribute constructively in discussions on all matters. In the event of a deadlock, decisions will be made by simple majority voting. Any votes cast shall be final.

5. Unbiased Representation

- a. The Exco respects unbiased representations of the industry's interests as a whole.
- b. Exco members are reminded to refrain from using information, contacts obtained by being an Exco member, or EMAS facilities/assets for personal gains/advantages.

6. Confidentiality

- a. Some information obtained while fulfilling responsibilities as Exco members may be sensitive or embargoed. Such information is to be kept confidential until such time where the information may be shared, and only within the list approved by Exco.

7. Exco members, Observers and all members of EMAS must abide by the Constitution. The QR link for the constitution is provided as follows:

a. EMAS Constitution



b. EMAS Code of Conduct

