

### **Station Chairmen Duties:**

The following is a summary of the duties of the Station Chairman of Local 564. This is in addition to any other said duties assigned by the President and the provisions set forth in the International Constitution and the local bylaws.

Assist the President in the discharge in his duties in such manner and extent as the President shall determine.

Ensures all posting are displayed on BB's.

Keep the Officers and Executive Board Members informed of all business involved in your respective Title Group/Area.

Oversee the Maintenance/Stores Department.

Responsible for the overall handling processing, tracking and of all Grievances/Disputes brought forward by members within your shift/area and the processing of such disputes inclusive of all pertinent information until so turned over to the Vice Presidents of the Local. Keep all Shop Stewards abreast of Union/Company business as soon as possible and no later than by weekly. Go through each area at least by weekly to discuss with members and Stewards Union/Company business and to follow up on issues with members.

Assists stewards with grievance writing/preparation

Prepares initial arguments and presentation of grievances

At the members request, assist with ASAP filings

Confer with Benefit Coordinators to ensure you are aware of Benefit/Policy/Procedural Changes within the benefits we cover.

Keep accurate minutes of each meeting and forward all minutes motions etc to the Recording Secretary monthly.

All discussions and Letters of Agreement on OT, FT etc must go through the Local for approval.

Maintain an accurate Roster of each department with accurate addresses and phone numbers.

Notify the Local on all instances of emergencies, retirements and illnesses.

Notify local of all membership meeting dates and times and location.

Attend all Crew Chief/Technical Crew Chief meetings as required.

Post all official notices from the Local on Local's union board(s) at your station.

Monitor Airport Security keep local abreast of all changes and problems attend any meetings necessary.

Assist in the TWU safety program specifically; helping the Safety Coordinator with his responsibilities. Ensuring proper documentation of all safety issues and the correction of each issue keeping an electronic record of all occurrences and corrections dates etc.

At the designation of the President, Chair station specific General Membership Meetings.