

Regional & Related Executive Board Members:

The following is a summary of the duties of the Regional and Related Executive Board Members of Local 564. This is in addition to any other said duties assigned by the President and the provisions set forth in Article 16 of 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.

Keep the Officers informed of all business involved in your respective title Group/area.

Oversee the Maintenance/Stores Departments.

Coordinate with all Station Chairman on assisting representation of the members in all facets.

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

Ensure the tracking handling of all grievances is being done via Station Chairman to the Vice Presidents.

Attend Membership/Section meetings.

Attend all retiree meetings assist as possible retiree's coordinating with Benefit coordinators.

- Pictures of Retirees
- Honorable mention in Retiree portion of website
- Keep website up to date with retiree news and information again, coordinating with benefit coordinators.

Responsible for all Technical Crew Chief panel assignments the monitoring of selection and ensuring compliance of the contract.

Keep a permanent record of all System bids postings and awards.

Keep a permanent record of all station staffing, inclusive of Crew Chief ratios.

Keep a permanent record of all Jet wires each day.

Keep a permanent Record of the M&E News line paying particular attention to performance and Letters from top M&E Officers (Daily).

Keep permanent records of all the line Maintenance reports and monitor all contracting out of maintenance.

Monitor all Layoffs and recalls — develop an accurate Recall list and keep on file with recording secretary.

Monitor General Procedures Manual, Navigator and QAM for changes and keep an active record of all changes.

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

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

Assist in the TWU safety program- specifically; helping 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.

Over see Local Bylaws ensuring their compliance.

Handle the day to day calls from members.