

## **Vice Presidents:**

The following is a summary of the duties of the Vice Presidents of Local 564. This is in addition to any other said duties assigned by the President and as outlined 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 a file of all Grievances and System Board cases.

Responsible for the overall handling processing, tracking and of all Grievances/Disputes brought forward by members within the Local.

Provide monthly reports as to the status of each grievance and their disposition to present to the Executive Board and forward to the Station Chairman.

Present Arbitration cases as determined by the Executive Board coordinate all particulars, case preparation, evidence, exhibits, witness preparation etc. This is inclusive of coordinating all AA/TWU agreed upon Arbitrators to be utilized. In addition to working with the Company to get dates and locations agreed upon.

Coordinate all "Panels" for resolving disputes i.e. Sick Leave Cross Utilization etc.

Handle all Union representatives training inclusive of identifying the training and coordinating the actual training to completion with each representative. Specifically, is responsible for the monthly steward training.

Handle FAA Violations- processing any paperwork and coordinating with the Attorney's for any follow up with the FAA. Follow cases to the close. Coordinate all Seniority Protests.

Oversee with EAP the Company Drug and Alcohol policy along with the DOT/FARs.

Oversee the Documenting and processing of all Action Items generated for further disposition and assist when asked to resolve action items.

Coordinate through available Legal services (Attorneys) from time to time when needed.

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

Keep an active file of labor news and unfair labor practices. Oversee Local Bylaws ensuring their compliance.

Attend all Management/TWU meeting when discussing operational changes that may affect the bids. Coordinate with all Station Chairman in performing this function, but oversee the entire process.

Include Steward assigned to monitor the bidding process in all discussions as necessary.

Responsible for all Local Shift/Vacation/Relief Bidding compliance. Coordinate with all Station Chairman in performing this function but oversee the entire process.

Attend membership/Section meetings.

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

Handle day to day calls from members addressing their issues.