

## **Points of Consideration for All Committee openings listed below:**

- Advocate and represent the interests of the members of the Local
- Excellent communication skills; both oral and written
- Experience using MS Office (Word, Excel, Power Point, Access, Publisher, Outlook, etc.) and Adobe, preferred
- Represent the Local to the membership professionally and competently
- Capture, within note taking, all meetings in attendance
- Required to work in the Local office as well as 'fly the line'
- Attend training events as required
- Additional duties as required by the Local
- Follow chain of command as directed by the President
- Be informed by monitoring the Teamsters Local 513 website and updates
- Knowledge of the Contract, Corporate Policy and Procedures, Flight Attendant Handbook, ISM and epic
- Must have a computer and cellphone, with voice mail and texting capability
- Check emails, voice mails and texts regularly
- Your contact information will be published to the group
- Reply promptly to emails, calls and texts
- Signing a Confidentiality Agreement is a requirement

## **Base Representative/Steward**

- Dedicated to providing support to our members
- Investigate and gather information of possible contract violations for filing of grievance
- Attend investigatory and mandatory meetings with flight attendants and management
- You will need to know how to find answers to questions using the Contract, Corporate Policy & Procedures (C P & P), Flight Attendant Handbook (FAH), and past practice
- Detail note-taking during meetings
- Confidentiality is a must
- Must have a very high ethic and professionalism standard
- Stewards have three main duties:
  - 1) Enforce the contract
  - 2) Handle grievances
  - 3) Representing the Union as a worksite leader

## **Bidding Committee**

- Subject matter experts specific on the monthly bidding process and line awards
- Respond to email questions during monthly bidding window and line award discrepancy window
- Reviews the monthly bid packet prior to print and distribution
- Review monthly line awards for accuracy
- Knowledge of the PBS bidding software

## **Grievance Review Panel**

- Conduct a hearing in the case of any grievance brought before it by the grievant, LU513 President or Business Agent(s)
- Determine whether any such grievance brought before it should seek relief from the next step in the grievance process

## **Health and Safety Committee and GO Team**

- Committee members will have extensive knowledge of On the Job Injuries (OJI), OSHA and safety related rules and regulations
- Review and investigate safety concerns of a Flight Attendant and/or the Flight Attendant group
- Knowledge and understanding of aircraft safety related equipment
- Update and maintain Health and Safety Bulletin Board in crew facilities

### **GO Team**

- Investigation of accidents and incidents with aircraft and crewmembers
- Familiarity with NTSB rules and procedures
- Able to follow Emergency Procedures and Incident Command

## **Uniform & Appearance Committee**

- Uniform Committee will ensure the highest quality uniform possible which includes, but not limited to: design, fabric, fit and price
- The committee will meet and confer with company representatives with reference to uniform items, changes issues, and etc.
- Committee will make recommendations concerning appearance standards and policies
- You must adhere to personal appearance and uniform guidelines
- Stay abreast of current style changes for both men and women
- Maintain a well groomed appearance. Not only in uniform but hair, make-up cleanliness and general overall appearance
- Update Uniform bulletin boards in crew facilities