TWU Local 591 2019 Election Chairperson Duties and Responsibilities

August 28, 2019

**Regional Chairperson** Duties and Responsibilities in addition to those in the Local 591 Bylaws. Additional duties and responsibilities may be added by the Executive Board or Local President:

- Shall be the grievance coordinator for the Region and will report and take direction from the Title Group Executive Board Members and Local Vice President for all grievance issues.
- Shall organize and ensure all grievances from the Region are at all times prepped and ready for arbitration.
- Shall keep accurate records and file a monthly regional grievance report of all filed, settled, withdrawn, and docketed grievances.
- Shall be responsible for notification of members on status of grievances, including settlements or withdrawal of grievances.
- Shall attend Arbitration Training when scheduled unless has attended prior arbitration training and is prepared to arbitrate cases immediately upon being elected to the position.
- Shall act as the Regions Safety Advocate and will report and take direction from the Title Group Executive Board Members, the Local Vice President, and the Local Safety Coordinator for Safety related issues.
- Shall act as the Regions liaison to OSHA and file any necessary OSHA reports.
- Shall attend all safety meetings contained within the CBA, and any additional safety meeting as directed.
- Shall act as the Regions ASAP and SMS liaison and take direction from the Local 591 ASAP/SMS Coordinators.

**Station Chairperson** Responsibilities and duties in addition to those in the Local 591 Bylaws: Additional duties and responsibilities may be added by the Executive Board or Local President:

- Shall be responsible for all official local communications being communicated to the membership at the station.
- Shall be responsible for all postings on local bulletin boards.
- Shall act as the safety advocate for the station and report all safety issues to the Regional Chairperson, along with filing grievances on such issues.
• Shall attend safety meeting per the CBA at their respective station.
• Shall be responsible for tracking of maintenance accomplished by non-TWU AMT’s on aircraft that leave their respective station and fly to non-TWU manned station
• Shall be responsible for ensuring all grievances filed at the station through the completion of the second step. This includes ensuring all documentation, fact sheets, and any other pertinent information is scanned and loaded into griev-trac.
• Shall notify the Region Chairperson of the grievance completing the second step.
• Shall make a recommendation of whether to docket grievance for arbitration or not to the Regional Chairperson based on an actual violation of the contract.

**Section Chairperson** Responsibilities and duties in addition to those in the Local 591 Bylaws:
Additional duties and responsibilities may be added by the Executive Board or Local President:

• Shall act as the safety advocate for the section and report all safety issues to the Station Chairperson, along with filing grievances on such issues.
• Shall be responsible for ensuring all grievances filed within the section through the completion of the first step. This includes ensuring all documentation, fact sheets, and any other pertinent information is scanned and loaded into griev-trac.
• Shall notify the Station Chairperson of the grievance completing the first step.
• Shall make a recommendation of whether to docket grievance for arbitration or not to the Station Chairperson based on an actual violation of the contract.

*In order to better align the Officer, Executive Board and Convention Delegate Elections with the Chairperson and Steward Elections the Local 591 Executive Board recommended adjustments in the upcoming September 2019 Chairperson and October 2019 Steward elections by making the terms of both the chairperson and stewards end on May 14, 2022. In future elections, the chairperson and stewards would take office on May 15, and go back to a three-year term. The TWU IAC granted Local 591 a one-time change to the upcoming election term to less than the three years stated in the bylaws.*

**Notice:** The term for this election will commence October 1st 2019 and end May 14, 2022. This change has been approved by the TWU IAC to more closely align the TWU Local 591 Officer, Executive Board and Election Committee Elections with the Steward and Chairperson Elections in 2022.