TWU Local 591 2016 Election Chairperson Duties and Responsibilities

Regional Chairperson
The following list below includes duties and responsibilities, in addition to those found within the Local 591 Bylaws including assisting the RVP in the administration of his/her duties. Other duties and responsibilities may be assigned to the Regional Chairperson, as required, by the Executive Board or Local President. Those additional duties and responsibilities are:

GRIEVANCE HANDLING:
• Shall ensure all grievances moved to third step, from their Region are organized, researched, and prepared for arbitration presentation;
• Shall be the Grievance Coordinator for their Region, including reporting to and taking direction from the Local’s Vice President and the Title I, II, & V Executive Board Member for all grievances;
• Shall be a member of the Local’s regional and system grievance committee;
• Shall keep accurate records and file a monthly regional grievance report for all grievances and record the grievance status as either, settled, withdrawn, or docketed;
• Shall be responsible for docket submissions to the Area or System Board of Adjustment;
• Shall be responsible for notifying members on the status of grievance(s) to include notice of settlement, withdrawal, or docket of their grievance(s);
• Shall be responsible for ensuring the updating and accuracy - as it pertains to open, closed or pending grievances within the region on the griev-trac grievance system;
• Shall be responsible for ensuring the updating of griev-trac grievance system upon the final disposition of the grievance;
• Shall work with the Local Vice President and act as their Regions primary arbitration advocate, including preparation and presentation in arbitration as required, and as directed by the Local Vice President or Executive Board;
• Shall act as the arbitration advocate or assist the primary advocate for cases from other regions when requested by the Local Vice President or Executive Board;
• Note: The newly elected Regional Chairperson will attend Arbitration Training September 19 - 23, 2016, unless they have attended prior arbitration training and are fully prepared to arbitrate cases immediately upon being elected to the position.

SAFETY COORDINATION:
• Shall act as their Regions Safety Advocate; responsible for tracking and reporting the Regions Safety items and taking direction from the Title Group Executive Board Members, the Local’s Vice President, and the Local’s Safety Coordinator,
• Shall attend their stations safety meetings for Local 591; including any additional safety meetings and training as directed,
• Shall act as the Regions liaison to OSHA; including filing OSHA reports as required,
• Shall, upon election, contact and establish open lines of communication with the regions OSHA Labor Liaison.

ASAP/SMS:
• Shall act as the Regions ASAP and SMS liaison, and take direction from the Local 591 ASAP/SMS Coordinators
• Comply with ASAP/SMS/Compliance privacy and professional standards expectations
• Support the enhancement and education of compliance standards within the regions Membership
• Support ASAP and SMS Investigations as needed and requested by the ASAP/SMS Coordinators
• Shall compile the tracking information from the station chairperson on the maintenance accomplished by non-TWU AMT’s on aircraft that leave their respective station within the region and fly to non-TWU manned station, and file a weekly report on such data to the Title 1 Executive Board Member, and Local Vice President.

Station Chairperson
The following list below includes duties and responsibilities, in addition to those found within the Local 591 Bylaws including assisting the RVP in the administration of his/her duties. Other duties and responsibilities may be assigned to the Station Chairperson, as required, by the Executive Board or Local President. Those additional duties and responsibilities are:

• Shall be responsible for the distribution of all “Official Local 591 Communications” within their station; making sure members in their station are aware of current information;
• Shall be responsible for keeping all postings updated on local bulletin boards, as required;
• Shall act as the safety advocate for the station and report all safety issues to the Regional Chairperson, including filing of grievance and OSHA (as required) reports on safety issues;
• Shall attend their stations safety meetings per the CBA;
• Shall be responsible for the tracking of outsourced maintenance accomplished by non-TWU AMT’s on aircraft that leave their respective station flying into a non-TWU manned station;
• Shall coordinate on grievances with the Station and Regional Chairperson; ensuring grievances filed at the station, upon completion of the first step through the second step are accomplished. This includes ensuring all fact sheets, relevant documentation, and any other important information (including witness notes) are scanned and loaded into griev-trac;
• Shall ensure the griev-trac grievance system is updated and accurate - as it pertains to open, closed or pending first step grievance dispositions at their respective station;
• Shall make a recommendation on the docketing of grievances for arbitration, with the Regional Chairperson - based on the factual evidence and violation(s) of the contract.

Section Chairperson
The following list below includes duties and responsibilities, in addition to those found within the Local 591 Bylaws including assisting the RVP in the administration of his/her duties. Other duties and responsibilities may be assigned to the Section Chairperson, as required, by the Executive Board or Local President. Those additional duties and responsibilities are:

• Shall act as the safety advocate for their section and report all safety issues by filing grievance(s) with notice to the Station Chairperson;
• Shall be responsible for coordinating with their Shop Stewards to ensure all grievances are properly filed; handling the grievances through completion of the first step. This includes, but is not limited to, ensuring all documentation, fact sheets, and any other relevant information is scanned and loaded into griev-trac;
• Shall ensure the griev-trac grievance system is updated and accurate - as it pertains to open, closed or pending first step grievance dispositions;
• Shall notify the Station Chairperson upon first step grievance completion;
• Shall make a recommendations, on whether to move the grievance(s) forward to second step to the Station Chairperson; based on a factual evidence and violation(s) of the contract.