

## Retirement Committee

### Composition and Qualifications

This committee is composed of members interested in assisting Flight Attendants with information about the retirement plan and procedures for retirement from the company.

Qualifications include:

- Good organizational and communication skills
- Knowledge of the retirement plan and vendor
- Knowledge of the retirement section of the contract
- Knowledge of investment terminology
- Ability to attend regular Retirement Committee meetings
- Adherence to committee policies, procedures, and standards of ethical conduct
- Ability to maintain confidentiality of sensitive and personal information
- Maintenance of member-in-good-standing status
- Ability to remain in good standing with the company
- Willingness to do ongoing committee work on a volunteer basis

### Purpose and Scope

To assist members with questions regarding retirement, 401(k) plans, and other investment vehicles that may become available and keep members up-to-date and educated about these programs

### Specific Duties and Responsibilities

- Act in an advisory role to the LEC Officers regarding retirement issues
- Encourage full participation of the Flight Attendants in available retirement benefit plans. Assist Flight Attendants with plan enrollment as needed.
- Answer questions about retirement, applicable procedures, contractual language, 401(k) plans, and other related topics
- Monitor compliance of the retirement plan with contractual language and the federal law to the extent possible
- Remain up-to-date on changes to the retirement plan, plan vendor, and applicable government regulations
- Review material, handle correspondence, and keep Local Council Members well informed of current retirement developments through the Communications Committee and reports at Local Council meetings

### Communication

- Act as liaison between the membership and the Local Executive Council (LEC) Officers. The Local Chairperson will act as liaison between the Local Committee and the MEC Committee Chairperson.
- Coordinate with the Local Chairperson of the committee regarding all activities
- Collaborate with other AFA committees as needed
- Report to the LEC Officers on any discussion with management

- Any AFA committee appointed by the LEC and empowered to conduct discussions with management on behalf of the flight attendants must first meet with the LEC Officers prior to forming any agreement to gain the direction of the LEC
- The committee will not make any policy that conflicts with LEC, MEC, or AFA policy