



## MEC Committee Chairperson Addendum

### Additional Duties & Responsibilities

- Represent the MEC and support an MEC position when dealing with the Company.
- Take direction from the Master Executive Council through the MEC Vice President
- Coordinate committee activities with the MEC Officers, LEC Presidents, and (if applicable) the AFA-CWA International Office.
- Report to the MEC on any discussion with management
- Identify needs for additional committee members and communicate to the MEC Vice President and corresponding LEC Presidents. Assist in recruiting and interviewing new Committee Members if requested by the LEC President. Provide selection recommendations to the LEC Presidents.
- Schedule, plan, and conduct meetings of the committee as necessary
- Communicate all meeting notices and minutes to the MEC Officers and LEC Presidents
- Attend MEC Committee Chairperson meetings as scheduled
- Attend Local Council Meetings at the request of the LEC Presidents
- Attend MEC Meetings at the request of the MEC Officers or LEC Presidents
- Develop and maintain a program of work for the MEC Committee
- Work with each Local Committee Chairperson to develop goals and a Program of Work for each Local Committee. Maintain records of Local Committee programs of work for review by the MEC.
- Show initiative in seeking out the issues particular to the committee
- Once issues are identified, decide who on the committee should be asked to pursue them. Give Local Committee Chairs clear direction and any possible benchmarks for completion
- Within a reasonable time, follow up with the Local Committee Chairs on the assigned task
- If the task has not been completed, decide whether to assign it to someone else or ask the Local Committee Chair what assistance is needed
- Mentor the committee, provide training (if applicable), contact them regularly, give them the opportunity to ask questions and, if mistakes are made, help them learn through these mistakes
- Provide assistance to Local Committees in handling issues, concerns, or other items of business as requested by a Local Committee Chairperson or LEC Officer. Take ownership of issues that have been escalated and require resolution at the MEC level.
- Provide feedback, rewards, and appreciation for committee members
- Report progress and/or needs to the MEC Vice President on a regular basis, no less than monthly
- Request approval for expenses prior to incurring the expense from the MEC Vice President. Provide expense receipts and complete an AFA-CWA Part-Time Expense Voucher (PTEV) within forty-five (45) days of incurring the expense and submit to the MEC Vice President.
- Maintain files for the committee and transfer them to his/her successor