

## Membership Committee

### Composition and Qualifications

This committee is composed of members interested in assisting in keeping the membership records of the Local Council and coordinating membership and AFA educational programs.

Qualifications include:

- Good organizational and communication skills.
- Knowledge of Google Workspace, Microsoft Word, Excel, and PowerPoint.
- Ability to speak publicly and make presentations to large groups of people.
- Ability to attend regular Membership 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 the LEC Officers by keeping and maintaining accurate membership records, assisting Members in maintaining member-in-good-standing status, and educating members about AFA.

### Specific Duties and Responsibilities

- Act in an advisory role to the LEC Officers regarding membership issues.
- Keep membership lists current including names, addresses, phone numbers, and email addresses. Keep records up-to-date regarding leaves, terminations, transfers to management or other departments, base transfers, etc. Provide this information to the LEC Officers and the Membership Department at the AFA International Office.
- Contact Members in dues arrears to advise them of their status. Answer questions from Members about dues and arrears standings.
- Develop, deliver, and maintain continuing education programs to the membership about AFA-CWA, the Constitution and Bylaws, Member rights and responsibilities, opportunities for involvement in the Union, and other membership engagement topics.
- Actively communicate information of interest to the Flight Attendants. Provide information to the Communications Committee for inclusion in Local Council communications.

### Communication

- Act as liaison between the membership and the Local Executive Council (LEC) Officers.
- Coordinate with the Local Committee Chairperson regarding all activities.
- Collaborate with other AFA committees as needed.
- Report to the LEC Officers on any discussion with management.
- Recommendations for change should be presented to the LEC Officers in writing.

- 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.