

Name: _____

Committee: _____ **Role:** ☐ Vice / ☐ Chair

I agree to serve as a Committee Chairperson in the role listed above. By signing this form, I acknowledge and accept the following responsibilities, which are outlined to clarify your role and expectations:

- This is an unpaid volunteer role. I may be reimbursed for approved union-related expenses, including Flight Pay Loss (FPL), if union duties prevent me from flying or receiving credit for trips. All expenses and FPL outside the budget allocated to my committee must be pre-approved by an MEC Officer. All expenses incurred must comply with MEC and AFA guidelines.
- I will fulfill my responsibilities in accordance with the collective bargaining agreement, AFA Constitution & Bylaws, and all relevant policies and procedures established by the Master Executive Council and AFA Board of Directors.
- I will communicate regularly with my Committee Chairperson and/or designated MEC Officer, provide timely updates or reports on committee activities, and respond promptly and professionally to Members and other AFA Representatives as required by established guidelines.
- I will participate in required training, workshops, and meetings to maintain or improve my effectiveness as a Committee Chairperson.
- I may have access to confidential information or information otherwise not available to Members while serving as a Committee Chairperson. I will maintain confidentiality and protect Members' data in compliance with the AFA Alaska confidentiality policy. If unsure about confidentiality, I will consult my Committee Chairperson and/or designated MEC Officer.
- I will follow all AFA social media guidelines and allow only designated AFA spokespersons to respond on behalf of AFA on official social media and communication channels.
- I will maintain good standing with the company to support a functional working relationship and fulfill my duties as Committee Chairperson effectively.
- I must remain a Member in good standing with AFA, including staying current with all dues payments, to serve as a Committee Chairperson.
- I must hold and maintain a valid Flight Attendant qualification. If I cannot maintain my qualification due to an approved leave of absence, my last qualification date must have been within the 36 months prior to the start of my term.
- I will follow direction from my Committee Chairperson and/or the Master Executive Council, and represent my elected officers, Master Executive Council, and AFA positively while fulfilling my responsibilities.
- I will serve as a Committee Chairperson for the duration of the current MEC Officers' election cycle. I understand that either I or the Master Executive Council may end my term at any time.

Date Signed: _____

Signature: _____

Received and acknowledged by:

MEC Officer Signature: _____

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|--|------------|
| Term Begins: | Term Ends: |
| Required retention period: 3 years after conclusion of term of service | |