

May 1, 2017

RE: ANNOUNCEMENT FOR THE ELECTION OF MASTER EXECUTIVE COUNCIL (MEC) OFFICERS AND COMMITTEE CHAIRS.

The Master Executive Council (MEC) will hold a special meeting on Friday, June 2 from 1030 to 1230 at the 7th floor Inter-Island terminal to elect MEC officers and committee chairs for the upcoming term July 1, 2017 through June 30, 2020.

Positions to be elected are: MEC President, MEC Vice President, MEC Secretary/Treasurer, Grievance, Safety, Health and Security, Hotel and Crew Accommodations, Legislative Affairs, Uniform, Retirement Board, Employee Assistance Program, Joint Preferential Bidding System (PBS) Committee, and System Board of Adjustment.

JOB DESCRIPTIONS

I. MEC Officers

The MEC President is the Chief Executive Officer of the MEC and is charged with the business and managerial functions of the MEC. She/he acts as the AFA-CWA representative to Hawaiian Airlines management and is responsible for furthering and implementing the objectives and policies of the AFA-CWA Board of Directors. She/he is a member of the Negotiating Committee, the AFA-CWA Executive Board and the Grievance Review Committee.

The candidate should have strong communication skills, effective leadership, administrative abilities, knowledge of grievance, contract, scheduling and negotiations are necessary. Previous elected office experience is highly recommended.

The MEC Vice President assists the MEC President in the performance of duties and responsibilities and carries out any assignments as directed by the MEC President and the MEC.

The candidate should have strong communication skills, effective leadership and administrative abilities. Previous union office experience and contract knowledge are recommended.

The MEC Secretary-Treasurer assists the MEC President in the administration of MEC funds and reviews and maintains the MEC budgets. She/he also maintains the MEC records and meeting minutes.

Strong communication skills, effective leadership and administrative abilities are recommended. Previous union office experience is recommended. Knowledge of budget preparation, basic accounting principles and computer skills is preferred. This position requires strong organizational skills.

II. MEC Committee Chairpersons

Safety, Health and Security Chairperson works with Hawaiian management, the FAA and the AFA-CWA International Air Safety, Health and Security Department in a continuing effort to improve Flight Attendant safety, health and security standards. The candidate should be strongly committed to the improvement of the Flight Attendant work environment and previous experience with safety, health and security are preferred. Good writing skills and computer experience are necessary.

Grievance Chairperson is responsible for protecting the integrity of the AFA contract and protecting all Flight Attendants from arbitrary and unjust disciplinary action. The chairperson will coordinate the processing of MEC grievances and will work with the AFA-CWA staff attorney. The chairperson will also assist and support the LEC grievance chairpersons. Previous grievance experience, good writing skills and a thorough knowledge of the Contract are necessary.

Hotel and Crew Accommodations Chairperson reviews the company hotels to make sure the hotel meets safety, security, cleanliness and contractual requirements. The chairperson investigates Flight Attendant complaints regarding current layover hotels and transportation issues and works with management to resolve the issues. Previous Hotel Committee experience is helpful and good organizational and writing skills are useful.

Uniform Committee Co-Chairpersons are a liaison to work with management regarding new uniforms and any issues with the present uniform. The co-chairpersons are expected to be familiar with contractual provisions dealing with the uniform. Previous work with uniforms is useful.

Employee Assistance Program Chairperson is responsible for providing three distinct but interrelated services including (1) Assessment, support and resource referral, (2) Advancement of professional standards through conflict resolution, and (3) Response to critical and/or traumatic incidents. AFA-CWA's objective in providing these services is to enhance the health, safety, and wellbeing of its union family with the highest quality of peer support services available within the EAP industry. Good interpersonal and communications skills are necessary. Previous experience with EAP issues on a local or professional level are necessary.

Legislative Affairs Co-Chairpersons informs Members about legislative action that could affect Flight Attendants' safety, income, working conditions and job security. The chairpersons coordinate with the AFA-CWA International Office and the Local Councils in the communication and implementation of AFA-CWA's legislative agenda. The chairpersons are also responsible for developing and coordinating voter registration drives among Flight Attendants to be held on company property in even numbered years. They are also responsible for promoting voluntary contributions to FLIGHT PAC, which supports the election of candidates who are sympathetic to Flight Attendants' legislative goals. Good public speaking ability, good organizational and written communication skills are necessary.

The Flight Attendant Retirement Board members work with the management members to resolve any issues that arise out of the application, interpretation or administration of the Hawaiian Airlines Flight Attendant 401k Plan. Candidates should be knowledgeable about the 401k Plan and have an interest in the retirement area. Members of the Board should be prepared to do research and make recommendations to improve the 401k Plan.

Joint Preferential Bidding Committee members work with management to resolve any issues that arise from the running of the month preferential bid awards. Member of the PBS committee should be knowledgeable in PBS and related scheduling and programming issues.

System Board of Adjustment consists of an AFA-CWA representative, a management representative and an independent arbitrator from a panel of arbitrators. The Board has jurisdiction over disputes between a Flight Attendant and the company that have grown out of a grievance or out of an interpretation of any terms of the Contract. The AFA-CWA member should have a working knowledge of grievances, arbitration and the Contract. Good communication skills are necessary.

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General Election Information

The Master Executive Council (MEC) is comprised of two locally elected Presidents and three MEC officers. The Local Executive Council Presidents (LECP) make up the voting body of the MEC. Positions are elected by a simple majority, with each LECP casting one vote for each position.

Candidates must be active Members in good standing, and should submit a "Willingness to Serve" statement, preferably fifteen days prior to the election date. Willingness to Serve statements should not include personal information or employment history as they will be posted on the

Hawaiian MEC website for viewing by the Membership. Resumes may also be submitted, if desired, and should be a separate document. Interested candidates are, but not required to give an in-person interview on Thursday, June 1 at the joint MEC/LEC office at Koapaka Street. Any candidate who wishes to appear for an interview must do so at their own expense.

To submit a Willingness to Serve statement and a resume and to schedule an in-person interview please contact Joni Kashiwai, MEC Secretary/Treasurer at JKashiwai@hawaiianmec.org.