

AFA-CWA Pre Contract Officer Job Descriptions:

Master Executive Council/Local Executive Council President:

- Be responsive to Members
- Advocate for Members with Management
- Chair the Negotiating Committee
- Oversee Negotiations Support Committee
- Read and Respond to Union Correspondence
- Represent Members on AFA Board of Directors and AFA Executive Board
- Conduct and Chair required Local and Local Executive Council Meetings
- Coordinate with MEC/LEC Secretary on:
 - MEC Budget Allocation
 - Appointment of Negotiating Committee
 - Negotiations Support Committee
 - Membership Drive
 - All Base Engagement
 - Communications to Membership

Master Executive Council/Local Executive Council Secretary:

- Be responsive to Members
- Advocate for Members with Management
- Lead Membership Drive
- Read and respond to Union Correspondence
- Oversee Local Council Membership roster name, address and phone number changes and update the AFA-CWA Membership Department as well as appropriate MEC designee with any changes.
- Take minutes at Local Council and LEC meetings and ensure distribution to the Membership and the AFA-CWA International Secretary-Treasurer
- Attend AFA Board of Directors meeting
- Represent Members at AFA meetings in absence of President
- Coordinate with MEC/LEC President on:
 - Overseeing and monitoring the MEC Budget allocation and maintaining Local Council records
 - Appointment of Negotiating Committee
 - Negotiations Support Committee
 - Membership Drive
 - All Base Engagement
 - Communications to Membership