

## **MEC Training and Education Chair (Training, Policy & Procedures)**

The Training and Education MEC Committee Chair will be responsible for helping to improve the training process at Endeavor Air. They will meet with management at a minimum of once a quarter to discuss training needs.

The MEC Chair will provide at minimum a quarterly report of all activity to the MEC Secretary Treasurer that will be kept on file in a binder and distributed to the MEC in a timely manner. The report will include all committee members and local chairs.

### **Qualifications**

- Endeavor Flight Attendant
- AFA member in good standing
- Good organizational skills
- Good Computer Skills
- Knowledge of Learning Management Systems (LMS)
- Maintains confidentiality

### **Duties**

- Strict adherence to confidentiality
- The committee will be responsible for providing input and review of the curriculum development for IRT programs.
- Provide flight attendant training requirements to the training department
- Attend and participate in regular scheduled meetings with the training department
- Assist in the review and testing of current/existing and new training programs that may or may not use LMS and/or other web-based training tools
- Understanding of developing sound education curriculum for flight attendant recurrent programs
- Familiar with new methods of training to include, but not be limited to, Computer-based training (CBT) and Learning Management Systems (LMS) platforms
- Working with the Company and FAA on the development of recurring education programs for Flight Attendants
- Comfortable developing and presenting presentations using PowerPoint or similar presentation software programs
- Background in education/teaching helpful

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The MEC Chair will write elines according to the process outlined under communications.