

## **MEC Membership Chair**

The Membership Committee Chair will be responsible for assisting with all membership issues. The Secretary-Treasurer will be responsible for overseeing this committee.

### **Qualifications**

- Endeavor Flight Attendant
- AFA member in good standing
- Good organizational skills
- Maintain Strict Confidentiality

### **Duties**

- Keep names contact information for members current
- Keep records up to date regarding leaves, terminations, and transfer to management or other departments, base transfers, etc. This information should be provided to the Local Council officers as well as the International office/Membership Department in Washington, DC.
- Enlist new members through a program of active outreach
- Contact all new Flight Attendants and answer questions about committee participation and the union in general
- Assist with New Hire Orientation
- Assist LECs with committee volunteers

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.

The MEC Chair will write a minimum of one E-line article per quarter for distribution to the membership if needed.