



## **HAWAIIAN MASTER EXECUTIVE COUNCIL ELECTIONS**

The Hawaiian Airlines Master Executive Council (MEC) is comprised of 2 locally elected Presidents and three MEC Officers. The Local Executive Council Presidents (Council 43/HNL and Council 47/LAX) 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 7 days prior to the election date (6/6/2020). Candidates who have submitted "Willingness to Serve" statements will be listed on [HawaiianAFA.org](http://HawaiianAFA.org) We will accept these statements up until one day prior to the MEC elections by end of business (500 pm/HST).

Resume information, if desired, should be in a separate document. Interested candidates are encouraged, but not required, to give an in-person interview prior to MEC meeting where the elections will be conducted. Any candidate who wishes to appear for an interview must do so, at their personal expense, via Zoom.

For more information or to submit your resume and/or Willingness to Serve statement, kindly indicate "**MEC Election**" in the subject line. Send e-mail to: [joni.kashiwai@hawaiianmec.org](mailto:joni.kashiwai@hawaiianmec.org)

### **GENERAL**

Ultimately, the Association of Flight Attendants – Communication Workers of America (AFA-CWA) is governed by the AFA Constitution and Bylaws as adopted by the AFA Board of Directors. The MEC has adopted a MEC Policy and Procedure manual to address matters of business that the AFA Constitution and Bylaws does not. The MEC Policy and Procedure manual can be amended by majority vote of the voting members of the MEC as needed.

### **COMPENSATION**

All MEC Officer, MEC Chairperson and volunteer positions are subject to the Flight Pay Loss (FPL, Union Office) provisions on an approved-only basis per the MEC's Allowable Expenses. Any FPL, whether paid by the company or the AFA and any expenses must be approved through the MEC, in advance, in order to best manage the MEC office finances. A level of volunteerism is expected for all positions and volunteers.

### **ALL POSITIONS TO BE ELECTED**

#### **3-year term starting July 1, 2020 and ending June 30, 2023**

The following is a guideline for all elected positions. The MEC, may, at its discretion, update any and all information contained in this guide. We will apologize, in advance, for any typographical errors and appreciate your patience and understanding.

## **MEC ELECTION TIMELINE**

**Dissemination of Guidelines:**  
Friday, May 22, 2020 at 300 pm/HST

**Acceptance of Willingness to Serve and Resumes:**  
Friday, May 22, 2020 – Thursday, June 11, 2020  
by close of business at 500 pm/HST

**Scheduled Interviews:**  
Thursday, June 4, 2020 and Thursday, June 11, 2020  
schedule to be determined

**MEC Election:**  
Friday, June 12, 2020  
schedule to be determined

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## **MEC OFFICERS**

Master Executive Council (MEC) President  
Master Executive Council (MEC) Vice President  
Master Executive Council (MEC) Secretary-Treasurer

## **MEC COMMITTEE CHAIRS**

Master Executive Council (MEC) Air Safety, Health and Security (ASHS)  
Master Executive Council (MEC) Communications  
Master Executive Council (MEC) Employee Assistance Program (EAP)  
Master Executive Council (MEC) Government Affairs Committee  
Master Executive Council (MEC) Grievance  
Master Executive Council (MEC) Hotel and Transportation  
Master Executive Council (MEC) Human Rights  
Master Executive Council (MEC) Inflight Service (2 Positions)  
Master Executive Council (MEC) Membership and Benefits  
Master Executive Council (MEC) Mobilizing (Membership Engagement)  
Master Executive Council (MEC) Negotiating Committee – Contract Interpretation  
Master Executive Council (MEC) Preferential Bidding System (2 Positions)  
Master Executive Council (MEC) Reserves (2 Positions)  
Master Executive Council (MEC) Retirement  
Master Executive Council (MEC) Scheduling Policy  
Master Executive Council (MEC) System Board of Adjustment  
Master Executive Council (MEC) Uniform Committee

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## MEC OFFICERS

### **Master Executive Council (MEC) President**

The MEC President is the Chief Executive Officer of the MEC and is charged with and responsible for administering MEC Policy and Procedures.

- Responsible for the business and managerial functions of the MEC.
- Acts as the AFA-CWA representative to HAL and is responsible for furthering and implementing the objectives and policies of the AFA-CWA Board of Directors.
- Ex-Officio member of the Negotiating Committee.
- Member of the Executive Board of AFA-CWA.
- Member of the Grievance Screening Committee.

Qualification:

Strong communication skills, effective leadership and administrative abilities are recommended. Previous elected office experience recommended. This position requires full-time weekday availability.

### **Master Executive Council (MEC) Vice President**

The MEC Vice-President shall assist the MEC President in the performance of duties and carry out any assignments as directed by the MEC or the MEC President.

- Responsible for maintaining the MEC Policy Manual, as directed by the MEC.
- Responsible for administration of the MEC Committees.
- Shall perform the duties of the MEC President in her/his absence

Qualification:

Strong communication skills, effective leadership and administrative abilities are recommended. Previous union office experience recommended.

### **Master Executive Council (MEC) Secretary-Treasurer**

The MEC Secretary-Treasurer shall assist the MEC President in the administration of MEC funds.

- Reviews and maintains monthly budget expenditures.
- Maintains MEC records and meeting minutes.

Qualification:

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

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## **MEC COMMITTEE MEMBER/CHAIRPERSON POSITIONS**

### **Scope**

1. The MEC shall establish the necessary committees for conducting MEC business, consistent with AFA-CWA Constitution and Bylaws and the Hawaiian Airlines MEC Policy and Procedure Manual.

2. Any committee may be dissolved, condensed, divided or otherwise altered at any time by a majority vote of the MEC.

3. All committees shall support and follow the AFA-CWA Constitution and Bylaws and Policy Manual, as well as the Hawaiian Airlines MEC Policy and Procedure Manual. Copies of both documents are posted electronically to the MEC website.

4. Insofar as practical, committees should include one member with previous experience.

### **Selection of Committee Members**

1. All MEC Committee Chairpersons will be selected by the MEC from active members in good standing.

2. MEC Committee Chairperson positions may be split into multiple Co-Chairperson positions by majority vote of the MEC. The purpose of Co-Chairperson positions is to share the normal full scope of Chairperson responsibilities among multiple members.

3. The MEC, by majority vote, may also designate a Vice Chairperson of each MEC Committee. The purpose of a Vice Chairperson is to assist the MEC Committee Chairperson in the execution of their responsibilities and serve as MEC Committee Chairperson in her/his absence.

4. Any person seeking a position as a Negotiating Committee Member must submit a resume. Candidates for the Negotiating Committee must interview with the MEC.

5. Upon appointment, any person selected to serve as an MEC Committee Chairperson or Negotiating Committee Member must sign a Willingness to Serve statement. The MEC Vice President will provide this statement electronically.

6. Local Committee Chairpersons who are members of the corresponding MEC Committee will be selected by a process established by the corresponding Local Executive Council Officers.

The Committee Chairs are charged with the following responsibilities:

- Communicating with MEC Officers at least once a week.
- Submitting written reports to the MEC.
- Communicating with Local Executive Council committees at least once a month.
- Making twice a year in-person report to the MEC.
- Attending any membership meetings, when possible.
- Administering the MEC Committee Budget.
- Conducting an annual training for Local Committee Members, as needed.

- Contributing a quarterly article to MEC communications.
- Ability to remain in good standing with management and Members.

**Qualification:**

Strong communication skills with excellent writing and public speaking, effective leadership and organizational abilities are needed along with significant knowledge of computers and web applications. Familiarity with the structure of AFA-CWA is necessary. The Chairperson position may require travel for meetings, trainings and other pertinent items.

**Master Executive Council (MEC) Air Safety, Health and Security**

The Committee consists of one Chairperson who work with HAL, the Federal Aviation Administration, and AFA-CWA International Air Safety, Health & Security Department to maintain and improve Flight Attendant safety, health, and cabin safety standards. The Committee monitors and participates in accident/incident investigations; participates in monthly safety meetings with the company; participates in congressional hearings dealing with Flight Attendant safety and health issues; participates in designing cabin interiors of new and reconfigured aircraft; coordinates with Hawaiian's Initial and Recurrent training programs to ensure consistency with FAA and AFA-CWA objectives; and maintains an MEC Safety, Health & Security database.

**Qualification:**

Commitment to improving Flight Attendant work environment with previous Air Safety and Health experience is preferred. Writing and computer skills are needed. Chairperson position requires full-time weekday availability.

**Master Executive Council (MEC) Communications**

This Committee consists of one Chairperson who is also an Electronic Communications Coordinator. The main purpose of the Communications Committee is to maintain regular and timely communication with the membership through relevant channels including print, web, social media, and emerging platforms.

The Committee develops educational programs about the Union, our Contract, the negotiation process, Flight Attendant profession, and the aviation industry. Other assignments may include: Membership Surveys and Media Relations.

**Qualification:**

Strong interpersonal and communication skills, effective leadership and organizational abilities are recommended. Computer skills, graphic design and marketing experience is highly desired.

**Master Executive Council (MEC) Employee Assistance Program (EAP)**

The Committee consists of one Chairperson who attends to members voluntarily seeking assistance and/or members brought to the attention of Professional Standards by their peers.

The Committee participates in the MEC Accident/Incident Response Team and provides support to affected Flight Attendants and their families. The Committee also provides referral services for members and their families experiencing personal problems. All work is strictly confidential.

Qualification:

Strong interpersonal and communication skills, effective leadership and organizational abilities are recommended. Previous experience with EAP/Professional Standards on a local (or professional) level is helpful. Computer skills are desired.

#### **Master Executive Council (MEC) Government Affairs Committee**

This Committee consists of one Chairperson. The Committee informs AFA-CWA Members about legislative action that could affect Flight Attendants' safety, income, working conditions, and job security. The Chairperson coordinates Membership communication and implementation of AFA-CWA's legislative program, including developing and coordinating voter registration drives for Flight Attendants. The Chairperson also promotes voluntary contributions to FlightPAC/CWA Cope, to help elect representatives who support Flight Attendant issues.

Qualification:

Strong communication skills are needed. Organization, computer and public speaking skills are recommended. Familiarization with the Legislative process and Members of Congress is helpful.

#### **Master Executive Council (MEC) Grievance**

This Committee consists of one Chairperson. This Committee's primary objective is to enforce the Contract and protect all Flight Attendants against arbitrary and unjust disciplinary action. The Chairperson coordinates the processing of MEC Grievances and works directly with AFA-CWA Staff Attorneys. The Committee works with Local Grievance representatives to secure the best possible procedures for all Flight Attendants in the arbitration of their Grievances, compiles and distributes results of settlements and System Board Decisions and takes part in the Grievance Screening Committee.

Qualification:

Previous Grievance experience, strong knowledge of the Contract, communication skills, computer skills, writing skills and effective leadership are needed.

#### **Master Executive Council (MEC) Hotel and Transportation**

This Committee consists of one Chairperson. The Committee represents AFA-CWA to secure Contractual requirements through work with HAL's crew planning and scheduling department. This Committee investigates Flight Attendant complaints regarding layover hotel, transportation and crew lounge issues to ensure Contract compliance and maintenance of Hotel Standards.

Qualification:

Previous Hotel and Transportation Committee experience is recommended. Good organization and computer skills are desired. Considerable travel may be involved.

### **Master Executive Council (MEC) Inflight Service (2 positions)**

The Cabin Service Committee is comprised of two Chairpersons who represent Flight Attendant interests regarding catering and inflight service/sales and addresses Flight Attendant complaints and concerns regarding catering and inflight service/sales.

Qualification:

Intimate knowledge of service on all aircraft types and all routes. Ability to collaborate and work with the company to share and possibly integrate Member suggestions when possible.

### **Master Executive Council (MEC) Human Rights**

The Human Rights Committee's responsibility is to promote activities that foster greater understanding of one another and the diversity of our membership in order to build the strength of our Union through our common struggles and goals rather than allowing others to divide us by our differences.

Qualification:

Ability to foster greater understanding of one another and the diversity of our membership in order to build the strength of our Union through our common struggles and goals rather than allowing others to divide us by our differences.

### **Master Executive Council (MEC) Membership and Benefits**

This committee consists of Co-Chairpersons. This committee will be responsible for updating membership contact information, work status and dues in coordination with HAL and the International office. This committee shall also be knowledgeable on current Contractually required Insurance, Retirement and Occupational programs including medical, dental, life, LTD and other Insurance and Retirement plans, including 401(k) plans.

Qualification:

Significant knowledge of the membership list, Contract provisions for Insurance, Retirement and Occupational Benefits is recommended. Strong communication and computer skills, effective leadership and organizational abilities are recommended.

### **Master Executive Council (MEC) Mobilizing (Membership Engagement)**

The Committee is comprised of Co-Chairpersons who are responsible for systematic engagement of AFA-CWA Members to achieve a vital connection of two-way communication between AFA-CWA Members and AFA-CWA Leadership. The Committee structure encourages a high level of participation from the AFA-CWA Membership to build Solidarity and power to support all Union efforts to defend and enhance the Flight Attendant profession.

Qualification:

Strong communication, effective leadership, organizational and computer skills. A strong ability to motivate and educate our Membership is essential. A fundamental understanding of the structure of our Union is needed.

#### **Master Executive Council (MEC) Negotiating Committee – Contract Interpretation**

The Committee is comprised of one Chairperson and two members who are elected and will work hand-in-hand with our professional negotiators, attorneys and consultants throughout the entire process. These elected AFA Members are critical to the process because only Flight Attendants know how each of us experiences the provisions of our negotiated Contract. They will work at the direction of the Hawaiian MEC and in accordance with the priorities set by the AFA Members at Hawaiian Airlines.

##### **Qualification:**

Significant knowledge of the Collective Bargaining Agreement past and present, Contract provisions, Contract interpretation, Contract history and the desire to educate the membership with any/all Contract related items. Strong communication and computer skills, effective leadership and organizational abilities are recommended.

#### **Master Executive Council (MEC) Preferential Bidding System (2 positions)**

The PBS Committee will be comprised of Co-Chairpersons who will work with the company and the Inflight Crew Planning Department to maintain the company's preferential bidding system (PBS) and oversee the bidding and bid award processes. The Committee represents and advocates for the MEC position in matters pertaining to bidding and the PBS.

Qualification: Intimate working knowledge of PBS and scheduling. Strong communication, effective leadership, organizational and computer skills are highly desired.

#### **Master Executive Council (MEC) Reserves (2 positions)**

This Committee consists of Co-Chairpersons. The Committee is responsible for assisting Local Reserve Committees in resolving problems, as well as working with the MEC Grievance Committee to resolve system-wide Schedule and Reserve violations.

##### **Qualification:**

Significant knowledge of Scheduling and Reserve sections of the Contract. Practical experience is recommended. Computer skills are desired.

#### **Master Executive Council (MEC) Retirement**

AFA-CWA representation addresses issues including rates relative to the Flight Attendant Retiree Medical Plan, and other Flight Attendant welfare benefit plans.

##### **Qualification:**

Significant knowledge of Contractual retirement, retiree medical and associated benefits is needed. Strong communication and effective leadership is desired.

#### **Master Executive Council (MEC) Scheduling Policy**

This Committee consists of one Chairperson and two members. The Committee is responsible for meeting at least once a month with the company to review and discuss schedules and verify the company's compliance with established rules and procedures. The Committee also monitors staffing requirements, understaffing statistics and moved flying.

This Committee is responsible for assisting Local Reserve Committees in resolving problems, as well as working with the MEC Grievance Committee to resolve system-wide violations of the scheduling provisions of our Contract.

##### **Qualification:**

Significant knowledge of scheduling and reserve sections of the Contract. Practical experience is recommended. Computer skills are desired.

#### **Master Executive Council (MEC) System Board of Adjustment**

AFA representation on the System Board of Adjustment consists of serving on the System Board of Adjustment to arbitrate any disputes or grievances that may arise under the terms of the Agreement between Hawaiian Airlines and its Flight Attendants. Board Members shall assist in the development and presentation of Annual Grievance training. They also are responsible for updating the System Board Index every six months.

##### **Qualification:**

Prior Grievance processing experience and a working knowledge of the Agreement is necessary. Strong communication, effective leadership, organizational and computer skills is desired.

#### **Master Executive Council (MEC) Uniform Committee**

This Committee consists of a Chairperson who acts as a liaison for AFA-CWA with the company regarding uniform changeovers and reissue concerns. The Chairperson is expected to be familiar with Contractual uniform provisions and company appearance regulations. The Chairperson is also responsible for keeping the MEC informed regarding all issues relating to uniform and appearance standard changes.

##### **Qualification:**

Significant knowledge of Contractual Uniform provisions is needed. Background in textiles, fashion design, and experience in tailoring is recommended, but not required.