



## Sample Descriptions of ALPA MEC Committees

### *com-mit-tee*

**n.** *A group of people officially delegated to perform a function, such as investigating, considering, reporting, or acting on a matter.*

ALPA is a democratic organization run *by pilots, for pilots*. With ALPA, you get representative democracy *and* local autonomy, which means that decisions are driven by each pilot group's membership from the bottom up, not by the president or other national officers from the top down.

Pilot volunteers help to advance their pilot groups' goals and objectives, represent members' interests and concerns, and work to address their needs. Indeed, active volunteers are the lifeblood for ALPA's and each pilot group's success.

MEC committees serve the pilot group on a daily basis by performing a variety of tasks and functions essential to the Association's operations. Following are descriptions of various committees active at many ALPA-represented pilot groups.

### **Air Safety Committee\***

#### *Purpose and General Function:*

The Air Safety Committee monitors and pursues air safety activities that relate to the airline's air safety issues. Typical subject areas for attention or specialization would parallel the National Technical Committee organization and may include Hazardous Materials, Air Traffic Control, Noise Abatement, Training, Terminal Instrument Procedures, Airports, Airworthiness and Performance, All-Weather Flying, and Aeromedical Services.

**NOTE: Each pilot group MEC determines which committees will serve that particular group—some described here may not be appropriate for every pilot group; in other cases, MECs have created committees that meet a specific need unique to that group.**

#### *Membership Composition/Qualifications:*

By direction of the 1970 Board of Directors, the local council Safety chairman shall be appointed by the MEC for a term of two years. Other members of this

committee, if any, may have their terms established by the MEC or the Safety chairman. Experience in air safety work and/or a technical background is helpful.

***Specific Duties and Responsibilities:***

- Acts in an advisory role to the MEC on engineering and air safety matters.
- Studies the airline's air safety problems and prepares recommendations to be presented to the council for consideration.
- Surveys and oversees specific airports and provides all information on obstructions, hazards to air navigation, and unsafe conditions to appropriate ALPA International committees.
- Reviews material, handles correspondence, and keeps the council members well informed of current safety developments through existing MEC publications or reports to council meetings.
- Monitors and processes safety matters of all types and conducts such surveys as may be necessary.
- Coordinates ongoing activities with the airline's director of Safety as well as providing a conduit between the company and related national committees.

In addition to the training programs listed for the Accident Investigation Committee, ALPA offers such courses as Airport Liaison Representation, Critical Incident Response Program (CIRP), and others.

*\* For pilot groups in Canada, Canadian law also requires that there be present on the property a Health and Safety Committee. This committee is statutory, as is its function, but where a trade union is present, the members are appointed by the union. It has broad health- and safety monitoring functions, and a statutory complaints resolution procedure. Some of these functions overlap with the air safety functions outlined here, and in many cases the ALPA Air Safety Committee chairman and/or members are appointed to the Health and Safety Committee.*

## **Accident Investigation Committee**

***Purpose:***

The Accident Investigation Committee provides sufficient manpower for the investigation of a major catastrophic accident involving one of the airline's aircraft. The chairman shall be in charge of the ALPA participants (i.e., pilot volunteers and staff) during the accident field investigation, and shall also be designated as the ALPA coordinator to any government agency overseeing the investigation.

***Specific Duties and Responsibilities:***

- In concert with the airline's director of Safety, participates in the investigation of any accident to which they may be called.
- Reports to the scene of the accident and establishes coordination with the government agency overseeing the investigation, as well as ALPA's Accident Investigation Department and the MEC chairman.
- Prepares the ALPA Aircraft Accident Report of the investigation, including analysis, conclusions, and recommendations.

ALPA offers a variety of training programs for Accident Investigation Committee members, including: Basic Safety School, Basic Accident Investigation Course, and Advanced Accident Investigation Course.

**Aeromedical Committee**

***Purpose:***

The Aeromedical Committee gathers medical data to educate the pilot group on proper preventative medicine techniques and to assist pilots experiencing a medically related problem.

***Specific Duties and Responsibilities:***

- Provides pilot group with information on FAA/Transport Canada and company medical standards and regulations to include FAA/Transport Canada certification and appeal procedures.
- Assists grounded pilots with insurance and benefit matters to include claim notification, other employment, medical leave of absence, or retirement.
- When necessary, obtains direct assistance from ALPA's Aeromedical Office on individual member problems.
- Coordinates with Professional Standards Committee on alcohol, drug, and related problems.

ALPA offers HIMS/Aeromedical conferences through its Representation Department.

**Communications Committee**

***Purpose:***

The Communications Committee is responsible for coordinating communications efforts to the pilot group in accordance with the MEC's strategic goals, objectives, and initiatives.

### *Specific Duties and Responsibilities:*

- Facilitates communication between the MEC and the pilots to ensure that they receive union information and provides feedback to the MEC.
- Utilizes communications vehicles available through ALPA (e.g., mass e-mail system, MEC website, phone hotline, newsletters, etc.) to increase awareness among the pilot group of programs, initiatives, benefits, and services available to them through ALPA.

ALPA provides strategic planning training, media relations training, and workshops related to specific ALPA programs such as Family Awareness and Pilot-to-Pilot® as warranted.

## **Election and Voting Committee**

The Election and Voting Committee is not a standing committee at the local council level.

Generally, this committee, which is made up of three (3) active members in good standing selected by the MEC chairman at a council meeting is responsible for overseeing and ratifying the following:

- Nominations of Interim Status Representatives
- Election of Interim Status Representatives
- Nominations of Permanent Status Representatives
- Recall of Status Representatives

## **Grievance Committee**

### *Purpose:*

The Grievance Committee conducts local grievance activities, including gathering, investigating, and compiling information relative to members' grievance complaints.

### *Specific Duties and Responsibilities:*

- Maintains grievance files and records in a complete and up-to-date manner.
- Serves as liaison to the ALPA Representation and Legal Departments on all local grievance matters, and coordinates with them as necessary.
- Coordinates committee actions to expedite hearings prior to the System Board of Adjustment level within contractual parameters.
- Ensures minimum time in processing a grievance or grievances to the Board level, when necessary, within contractual parameters.

- Provides regular written activity reports on current and/or potential grievances to the MEC chairman.

ALPA offers a grievance seminar every year for committee members.

## **Hotel Committee**

### ***Purpose and General Function:***

The Hotel Committee is responsible for inspecting crew accommodations, monitoring per diem allowances in layover cities, evaluating the adequacy of catering for specific flights, and making sure they're in line with working agreements and in keeping with current policies and procedures.

### ***Specific Duties and Responsibilities:***

- Periodically reports on new facilities as well as monitoring existing ones to ensure they are in compliance with specified guidelines and good operating practices.
- Investigates crewmember complaints about specific hotels and catering arrangements.
- If service deteriorates at a hotel in our system, discusses with the hotel's management and advises the MEC.
- Coordinates with the Scheduling Committee on any changes made to accommodations that could affect crew rest and travel procedures.
- Submits to the MEC any suggested changes to those sections of the contract that deal with meals, lodging, and transportation prior to the amendable date of the contract.

## **Jumpseat Committee**

### ***Purpose:***

The Jumpseat Committee assists the MEC on all matters of the jumpseat on local and national issues.

This committee has the authority to consult with the appropriate department manager. Prior to meeting with the company, the committee will advise the MEC officers of the meeting agenda. All meetings will be reported to the MEC in a detailed report on a regular basis, no less than quarterly.

### ***Specific Duties and Responsibilities:***

- Maintains a directory of current jumpseat agreements and procedures for pilots to obtain those jumpseats.

- Explores potential new jumpseat agreements.
- Establishes a liaison with the ALPA National Jumpseat Committee and its members.
- Acts as a liaison between management and pilots concerning jumpseat difficulties.
- Works with the MEC Professional Standards Committee to investigate reports of pilots abusing jumpseat privileges.

## **Membership Committee**

### *Purpose and General Function:*

The Membership Committee assists the MEC in conducting council affairs, promoting membership, and resolving problems experienced by members.

### *Specific Duties and Responsibilities:*

- Establishes programs to encourage nonmembers to join the Association.
- Monitors monthly membership rosters to ensure the accuracy of postal and available e-mail addresses, status, domicile, and other information that the MEC may require.
- Evaluates applicants for membership in the Association and makes recommendations to the MEC with regard to the approval or disapproval of all applicants.
- Coordinates welcoming programs for new-hires and recalled pilots.
- Establishes programs to support pilots on furlough and medical/military LOAs, and to brief those being recalled from furlough or returning to line operations.
- Assists the Training Committee in the development of programs for education of new hires to ensure complete understanding of the Association and its objectives and benefits.
- Assists members in the resolution of any problems pertaining to their membership.

## **Negotiating Committee**

### *Purpose and General Function:*

The Negotiating Committee represents the pilot group in collective bargaining negotiations with management.

Negotiations with management representatives shall be conducted with the full pilot committee present, except when the members mutually agree to conduct such meetings in the absence of one or more of the members.

During negotiations, the committee, including the MEC chairman as an *ex-officio* member, shall be cognizant of the fact that they are a committee of, and directly responsible to, the MEC. It shall be their obligation to keep the MEC fully informed as to the progress of negotiations.

***Specific Duties and Responsibilities:***

- Reviews all applicable pilot group contracts in industry.
- Develops appropriate surveys to evaluate and establish crewmembers' concerns and objectives for future contract negotiations.
- Reports contract comparison findings and recommends changes to improve operations.
- Assists members, through any appropriate means, in understanding the provisions of their contract.
- Maintains constant and direct communication with the MEC officers or their designee during all processes of negotiations throughout, and including, final consummation of an amendment of the Agreement.
- Makes periodic progress reports throughout negotiations, consistent with good negotiating practices.
- ALPA's Representation Department offers a bargaining conference and a negotiations training seminar for committee members.

**Professional Standards Committee**

***Purpose and General Function:***

The Professional Standards Committee maintains the professional standards of the pilot group. This committee serves in an advisory capacity on competence problems and handles all problems of a professional and ethical nature that are related to our pilots' careers.

***Specific Duties and Responsibilities:***

- Maintains a thorough understanding of company procedures, requirements, and the ALPA Code of Ethics.
- Is prepared to act—as needed—on proficiency and/or conduct problems.
- Conducts an in-depth investigation of problems referred to the committee by MEC officers.
- Provides a recommended course of action as to the disposition of individual cases.

- Refers professional or ethical problems to the MEC in the event a resolution to a problem cannot be successfully reached at the committee level.
- Throughout the investigation of a professional standards problem, holds all interviews, correspondence, and other written material in the strictest of confidence.
- Maintains close liaison with the Grievance Committee and MEC chairman.
- ALPA offers professional standards training through its E&AS–Security and Human Performance Department.

## **Retirement and Insurance (R&I) Committee**

### *Purpose and General Function:*

The R&I Committee ensures that the MEC is properly informed on matters of benefits provided by the working agreement with company management.

### *Specific Duties and Responsibilities:*

- Reviews any members' tax-exempt and benefit proposals that have not been previously considered.
- Assists members in understanding the areas of retirement and health benefits.
- Recommends changes for existing or new programs to improve retirement and health benefits.
- Assists in distributing preretirement information and in providing guidance to future retiring pilots.
- Communicates to the MEC any information received on the performance of all pension and other pilot benefit plans.
- Establishes a subcommittee to organize appropriate activities for recognizing members upon their retirement.

ALPA's Retirement and Insurance Department offers seminars for R&I Committee members.

## **Scheduling Committee**

### *Purpose:*

The Scheduling Committee recommends to the MEC the grouping or sequencing of trips and days off to be built into monthly bid lines and to ensure that current policies and practices are followed in bid line construction.

This committee also reviews and evaluates travel requirements necessary to support pilot positioning/repositioning to maximize the efficiency of supported bid lines.

***Specific Duties and Responsibilities:***

- Maintains familiarity with information relative to allocation, assignment, or reduction of crewmember assignments, trip pairings, reserve assignments, and lines of flying; junior manning; temporary duty assignments; and schedule changes.
- Maintains knowledge of appropriate contract provisions.
- Coordinates schedule requirements with company marketing activities to ensure optimum utilization of manpower.
- Brings to the attention of the MEC any suggestion(s) for improvement of bid line construction and required travel to support published bid lines.
- Assists in determining manpower requirements for the fleets when changes are proposed to work agreements.
- Evaluates reports and directives from the MEC affecting the quality of scheduling and associated travel.

## **Security Committee**

***Purpose:***

The Security Committee is responsible for policy, coordination, training, and communication of security-related operations throughout the ALPA system.

***Specific Duties and Responsibilities:***

- Maintains a close liaison with the airline's director of Security on issues that affect the membership's safety and security.
- Provides policy and planning advice to the MEC on aviation and information security.
- Ensures complete, timely, and accurate transmission of security-related information to flights affected by such matters before or after flights have been released.
- In conjunction with the Hotel Committee, ensures that all pilots are notified as much in advance as possible of any known or suspected security-related problems at planned or potential layover locations.
- Ensures that the pilots are aware of all actions taken to provide a safe, secure, and contractually compliant rest or layover location, including safe and secure transportation when necessary.

- Provides, when necessary and under the guidance of ALPA International policy, for the protection of surviving crewmembers and crash sites.

## **Training Committee**

### ***Purpose:***

The Training Committee assists the airline's Training Department in developing training methods and training aids and ensures that all training policies conform to the current collective bargaining agreement (CBA).

### ***Membership Composition/Qualifications:***

The Training Committee is one of the standing committees of the MEC.

### ***Specific Duties and Responsibilities:***

- Recommends improvements to company training programs. Maintains a familiarity with the training practices of other air carriers and with industry research related to training issues.
- In coordination with company and industry training experts, and other ALPA committees, recommends training programs for new equipment.
- In coordination with the Air Safety and Accident Investigation Committees, analyzes company and industry accidents/incidents for training deficiencies.
- Represents individual pilots when training problems arise.

*Information provided by:*

*ALPA's Communication Department*