



Executive Board Elections

Fellow Members,

The Local 107 Executive Board is comprised of seven (7) elected Union officials, each elected for a term of two (2) years in office:

- President
- Vice President
- Secretary-Treasurer
- Recording Secretary
- Trustee (3)

Nominations for these positions will take place during a **Special General Membership Meeting** to be held in September 2011. Ballots will be mailed out in the month of October and will be collected and counted in November, as set forth in our Constitution & Bylaws.

Candidates may use this two month period to take their message to the membership, as they wish. The Executive Board will assist by providing equal access to the Local's communication tools (bulletin boards, email site, web site, etc.) for use in campaigning. Additionally, base meetings will be scheduled to allow candidates to present themselves and their ideas in person.

These are difficult economic times, especially in the GOM where life is just beginning a return to normal following the BP disaster. Unions across the country face similar problems of dwindling ranks and increasing apathy. And now, as management looks for additional cost cutting ideas, the gains achieved by our organized bargaining unit are certain to become a target. Only solidarity will prevent those gains from becoming an 'easy' target. **The next two years will be critical for our Union** - that's why this election is so important. Like our brothers and sisters across the country, we must identify qualified leaders, reach out to younger members, and encourage both to accept the challenge and responsibility of Union office.

Anyone who has ever served on the Executive Board will tell you that working for the Union can be time consuming and often frustrating work. It is also an honor and a privilege. Our Union deserves dedicated, well-qualified men and women in these offices and your current Executive Board will do everything possible to facilitate that outcome.

That said, it's fair to acknowledge that we are all pilots first and the responsibility to run the Union comes upon us secondarily. While many folks might question their preparedness to hold an office, what is required from the outset is a desire to keep the Union strong and support your fellow pilots. Familiarity with the CBA and other Union processes and dealings can be learned with time in office.

Nobody can instill a passion for our organization, the desire to participate or the drive to help secure our future, and that is what is needed to function effectively on the Executive Board. For those among us possessing these qualities, we ask you to answer the call and get involved!

For the benefit of those considering running for office as well as those trying to select candidates to support, the following explanation of Executive Board duties and responsibilities is offered in an effort to provide you with the information necessary to make an informed decision.

THE EXECUTIVE BOARD

General: Prior to delving into responsibilities associated with each individual office, all aspiring Executive Board members should recognize the following:

- E-Board and General Membership Meetings are held at least once per quarter on varying schedules and additionally, impromptu meetings occur. When required to attend such meetings 'on hitch,' members will receive Union paid leaves of absence (i.e., Bristow pays salary as usual, the Union reimburses the Company); however, when required to attend 'off hitch,' there is no financial compensation and the Union does not pay for lost workovers.
- The majority of E-Board communications are done electronically and members should be proficient with E-mail and able to work with documents in Word and Excel formats.
- E-Board members should be reasonably available and participatory (in large part via E-mail) as items arise which require attention between regular meetings.
- A great deal of work is completed by our Administrative Assistant, who assists in handling several filings and bookkeeping tasks that would otherwise fall on the Board.

Shared Responsibilities: With respect to duties, the Executive Board functions largely as a collective body and therefore shares several responsibilities. These include the following:

- To conduct the day-to-day affairs of the Local,
- To attend all regular and special E-Board and General Membership Meetings,
- Each member holds an equal vote on all Executive Board motions and proposals, except the President who only votes to break a tie of the other six (6) voting members,
- To accept additional tasks and participate in committees as set by the Board,
- Each member must be willing to serve as a Delegate (Pres., VP, and Sec.Tres) or Alternate (All other officers) to the OPEIU International Convention, to be held in the spring or summer of 2013.

Specific Duties & Responsibilities: Beyond the collective activities of the Executive Board, individual duties apply to each office as follows:

Trustees: ~ *Monthly stipend of \$250*

- Trustees shall, once each quarter, perform an audit of the books and financial records of the Local and report the results of each audit to the Secretary-Treasurer of the International Union.
- Trustees shall examine each check issued by the Union to insure compliance with Department of Labor regulations as well as the fiscal policy of the Local.

Recording Secretary: ~ *Monthly stipend of \$350*

- The Recording Secretary shall send notice of all regular, special, General Membership, and Executive Board meetings, and shall keep the minutes of all such meetings.
- The Recording Secretary shall insure that the agenda for each general membership meeting is posted for review, prior to the meeting, and that the minutes are posted for review, following the meeting.

- The Recording Secretary shall file the minutes of all meetings in the office of the President and the Secretary-Treasurer; and shall insure that they, as well as copies of all agreements, are available for inspection by any member of Local 107.
- The Recording Secretary shall file a copy of the CBA, as well as all Letters of Agreement, with the President of the International Union and in the office of the Local President and Secretary-Treasurer.
- The Recording Secretary shall mail ballots and retrieve them prior to counting in accordance with the Constitution & Bylaws.

Secretary-Treasurer: ~ *Monthly stipend of \$500*

- The Secretary-Treasurer shall manage the financial affairs of the Local: pay bills, pay salaries, file financial reports, prepare and file annual tax returns with the IRS, and file the annual LM-2 with the Department of Labor.
- Along with the President, the Secretary-Treasurer shall sign all checks drawn on the treasury.
- The Secretary-Treasurer shall, once each quarter, prepare the books and financial records of the Local for the Trustee Quarterly Audit, and file the results of that audit with the Secretary-Treasurer of the International Union.
- The Secretary-Treasurer shall keep copies of all financial agreements at the Union office and insure that they, as well as the financial records of the Local, are available for inspection by any member of Local 107.

Additional Qualifications & Considerations

- Along with the President, the Secretary-Treasurer is one of two working positions on the Executive Board. That is to say, candidates should be willing and able to spend time during their 'off hitch' in the Union Office conducting business.
- The Secretary-Treasurer should have good organizational skills and be familiar with the financial bookkeeping program *Quickbooks* and/or *Quicken*.

Vice President: ~ *Monthly stipend of \$500*

- The Vice President shall perform the duties of the President in the absence of that officer; and, in the case of resignation or death of the President, shall perform his duties until such vacancy is filled by the next regular election.
- The Vice-President shall preside, when called upon by the President, and at times when the President is unable to discharge the duties of the office.
- The Vice-President shall be chairperson ex officio of all standing committees.
- The Vice-President shall act as Chairperson of the Trustees and is required to call no less than quarterly meetings of the Trustees.
- The Vice President should have good organizational skills and be familiar with *Robert's Rules of Order*.

President: ~ Monthly stipend of \$750

- The President shall request meetings with management, as required to administer the Collective Bargaining Agreement and shall represent Local 107 in all such meetings.
- With input from the Executive Board, the President shall set the agenda for all E-Board and General Membership Meetings, select the time and date, and insure that the agendas and minutes are published by the Recording Secretary.
- The President shall serve as Chairman for all Local meetings and shall hold the 'tie breaking' vote (vote only in the case of a tie) for all Executive Board motions and proposals.
- Along with the Secretary-Treasurer, the President shall sign (a) The annual LM-2 and insure that it is filed with the Department of Labor, and (b) All checks drawn on the treasury.
- The Local President shall attend all meetings requested by the President of the International, and should be willing to serve as a Delegate to the OPEIU International Convention, to be held in the spring or summer of 2013.
- The President shall represent Local 107 on the PHPA Advisory Council, he shall appoint a *Member at Large*, and together they shall attend all meetings of the Council.
- **Additional Qualifications & Considerations**
 - Along with the Secretary-Treasurer, the President is one of two working positions on the Executive Board. That is to say, candidates should be willing and able to spend time during their 'off hitch' in the Union Office conducting business.
 - The President should have good organizational skills and be familiar with conducting meetings in accordance with *Robert's Rules of Order*.

As previously stated, it is the intention of the current Executive Board to aid the membership in electing strong candidates to office for the coming term. To that end, should you feel that anything potentially beneficial has been overlooked or that something could be done differently to facilitate this desired outcome, please feel free to share your thoughts with the Board.

In Solidarity,
Local 107 Executive Board

Note: Please post these Job Descriptions on all Union bulletin boards. If there are any questions about the positions or the election process in general, please contact us at

Eboardlocal107@gmail.com