How the Master Executive Council (MEC) Works

In a single council airline, the LEC and the MEC are the same. AFA-CWA carriers of more than one council have to learn a different level of functioning and authority. When a carrier grows to two or more councils, LEC Presidents form the MEC and elect an MEC President, Vice President and Secretary Treasurer. The officer group grows from three to five or more. The voting members are the LEC Presidents and they, plus the MEC Officers, comprise the MEC.

In this larger body, it is important to know how to make productive contributions and help your MEC run smoothly. If LEC officers discover a problem that can only be addressed at the MEC level, they should write an agenda item for the next meeting, providing a statement of question, background information, and a proposed resolution. If the topic is controversial or complicated, the LEC President might want to contact the other MEC members prior to the meeting to educate them and answer questions prior to the meeting.

When a multi-council MEC comes together, officers are well advised to put on their ‘MEC hat’, shifting their focus from the needs and concerns of local members’ to the best interests of the carrier as a whole. The agenda should be driven by the concerns of all flight attendants at the airline, and their best interests should motivate everyone to handle any disagreement with maturity and professionalism. One of the most important decisions the members of a multi-council MEC will make is electing the MEC Officers. Carefully reading the job description of the MEC President will reinforce the importance of electing a person of high caliber.

Most MECs run their meetings with parliamentary rules of order and do business through agenda items and committees. It is important for each voting member of the MEC to listen carefully as business is introduced and debate ensues. Asking the right questions, knowing when to make a motion, responding to questions from the chair, deciding how to vote on an issue, thinking about whom to nominate and vote for when committee chair positions are vacant, are all requirements of the well run MEC.

MECs frequently devise a policy manual which augments the AFA-CWA Constitution & Bylaws, but does not conflict with it. For example, the Constitution & Bylaws requires that the MEC meet twice a year. Many MECs decide to meet more frequently and say so in their policy. As issues arise, the policy manual can be revised to address those new situations.
Master Executive Council President

Duties and Responsibilities

It is recommended that a candidate for MEC President have experience in negotiations and have some knowledge of contractual language, enforcement of such language, grievance processing and union administration. The MEC President should have served in local office, preferably as LEC President and have experience working on behalf of the local flight attendant membership.

The MEC President is the Union counterpart to the chief decision maker-corporate officers within the airline. The MEC President shall be responsible for carrying out the labor relations for the Union and shall be directed to conduct such meetings with the CEO or decision maker within the corporation in a consistent and responsible manner.

The MEC President is responsible for balancing and prioritizing the needs of the MEC and its committees, overseeing the budget, moderating debate within the MEC, and assisting with personnel placement to best represent the needs of the membership.

Specific Duties & Responsibilities

• To serve the MEC as its official spokesperson with the company management, to the public and the media.
• To oversee the appointment or election of MEC committees.
• To present all Sideletters, Memoranda of Understanding (MOU) and Letters of Agreement (LOA) that amend the collective bargaining agreement for ratification. Normally such ratification shall be by Master Executive Council vote only. Once ratified, such sideletters, MOUs or LOAs must be signed by the International President. All amendments to the agreement should published in some format to the membership.
• To act as representative of the carrier on AFA's Executive Board.
• To follow the directions of the MEC regarding all decisions and policies set by the MEC.
• To chair all meetings of the MEC.
• To carry out any and all duties of the MEC President further described within AFA's Constitution & By-Laws.
• To attend the Board of Directors meeting as an ex-officio member.

(AFA Constitution and Bylaws Article VII C 2 a)
Master Executive Council Vice President

Duties and Responsibilities

The MEC Vice President functions under the jurisdiction of the MEC President in carrying out the policies and directives of the Master Executive Council and performs the duties of the President at his/her request or in the absence of the President.

Successful MEC Officers meet regularly and divide responsibilities. The job duties of the President are so large that in order to accomplish them the Vice President should expect to be given jurisdiction over certain areas. For example, when the MEC President is in negotiations the Vice President should oversee many of the day-to-day issues of the MEC.

Specific division of responsibilities depends on the preferences and talents of individual MEC Presidents and Vice Presidents as well as the wishes of the MEC.

*(AFA Constitution and Bylaws Article VII C 2 b)*
Master Executive Council
Secretary-Treasurer
Duties and Responsibilities

The MEC Secretary-Treasurer shall assist the MEC President in the administration of Master Executive Council funds. The MEC Secretary-Treasurer will be responsible to the MEC President and Master Executive Council.

Specific Duties and Responsibilities:
- Review and maintain the monthly budget expenditures as provided by the AFA-CWA International Office.
- Give Budget Reports at Master Executive Council meetings.
- Maintain Master Executive Council records, keep meeting minutes and supply them to the Master Executive Council as soon as possible. Provide a list of motions passed following a meeting. Perform duties assigned by the Master Executive Council or the President.
- Monitor membership rosters and seniority lists.
- Maintain Master Executive Council resolutions.
- Maintain a list of all AFA-CWA property maintained by Master Executive Council Committee Chairpersons.

(AFA Constitution and Bylaws Article VII C 2 c)