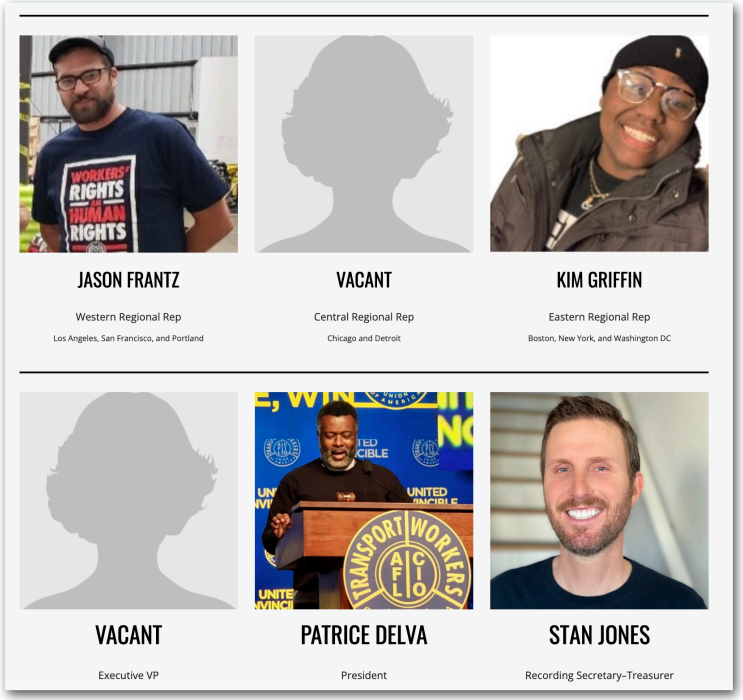
The **Station Chairperson** position oversees matters of general Union concern for any prospective worksite property. The Station Chairperson shall be elected by the prospective worksite's Membership. The full term for a Station Chairperson shall be for three years, to coincide with other union officer terms. An initial term of office for a prospective worksite may be shorter than three (3) years, depending upon when the Local 320 Executive Board approves the creation of the Station Chairperson position. It shall be the duty of the Station Chairperson to assist the Regional Executive Board Member in the administration of the Regional Executive Board Member's duties, including grievance administration, inter-station negotiations pertaining to local worksite guidelines and any other duties assigned by the Executive Board or Local President.

It shall be the duty of the **Regional Executive Board Members** to call and preside at any meetings of the Region, to preserve order during its deliberation, to authorize expenditures of any budgeted funds and to administrate the Local's regional duties. Executive Board Members may attend membership meetings electronically over secured video conferencing platforms that have been adopted for use by the Local's Executive Board. They will be the Grievance Chairperson in their respective regions and oversee all chairpersons and stewards in their region. They will be responsible for reporting all regional business to the Local's Executive Board.

The **President** shall serve as the Chairperson of the Executive Board. The President, subject to the approval of the Board, shall appoint and remove, employ, and discharge agents and employees of the Local other than duly elected Officers. The President shall approve all financial instruments duly drawn by the Treasurer; enforce the TWU Constitution and the Local's By-Laws; sign any agreement entered into between the Local and any other organization; carry out any other duties the Local may request: oversee the activities of the Local and shall render an annual report to the Membership. A negotiations committee, selected by the board, of which the President is chair, shall be present at all negotiations. The President or the President's designee shall carry out the resolution of the Membership as adopted at Membership meetings and perform such other duties as may be assigned to the President by the Executive Board of the Membership.
The President or the President's designee shall assist other Officers, Union Representatives, or individual Members in the handling or processing of daily business and such other problems, which have not yet become grievances.

The **Vice President** shall assist the President in the discharge of the President's duties, and during any period where the President is unable to perform the duties of office, the Vice President shall perform the duties of the President. The Vice President shall attend the monthly Executive Board meeting. The Vice President shall perform all duties required by the Executive Board. In the matter of grievance submission to arbitration, it shall be the responsibility of the Vice President or the Vice President's designee to process such grievances and to assemble all facts pertaining to the issue(s) so as to assure proper presentation of said disputes.

The **Recording Secretary Treasurer** shall receive all monies paid into the Local Union and shall: (1) take charge of all records of Membership and effects of the Local, (2) take charge of all records of the Local's finances pursuant to the rules and regulations established by the TWU International Administrative Committee, (3) be responsible for all financial books and records, (4) maintain all financial books and records for not less than five years, (5) submit a monthly financial report to the Local Executive Board and to the International Secretary/Treasurer on the forms approved by the International Union, (6) compile and file all financial reports as required by law and the Membership, (7) sign all financial instruments of the Local as required by these bylaws, (8) prepare and submit under his/her/their signature all Federal and State reports required under law, (9) take charge of all records of Membership and effects of the Local, (10) assist the President in preparing an Annual Report to the Members of the Local.