

President shall be responsible for the employment, supervision and discharge of all agents and employees of the APFA.

- (7) The National President may address an Annual Report to the membership.
 - (8) The National President shall nominate, and the Executive Committee shall confirm or reject, individual active members in good standing to serve as National Chairs.
 - (9) The National President shall appoint Negotiating Committee members in accordance with Article X, Section 5, A(1)b of this Constitution.
 - (10) The National President shall have the authority to hire, retain or employ general counsel and/or other legal counsel for the APFA, subject to the approval of the Executive Committee.
 - (11) The National President shall direct and coordinate legislative and political initiatives and any lobbying efforts on behalf of the Association to further the objectives of the APFA.
- C. Duties of the National Vice President shall include but not be limited to the following:
- (1) The National Vice President shall assist the National President in the discharge of all duties. In the absence of the National President, or should a vacancy occur in the office of National President, the National Vice President shall perform the duties of the National President.
 - (2) The primary responsibility of the National Vice President shall be to oversee the grievance and arbitration process provided for in the Railway Labor Act and the Collective Bargaining Agreement(s) entered into between the APFA and employers.
 - (3) The National Vice President shall serve as the APFA's permanent Chairperson of the Flight Attendant System Board(s) of Adjustment.
 - (4) The National Vice President shall coordinate activities of the System Board(s) of Adjustment with other departments within the APFA.
 - (5) The National Vice President shall nominate, and the Executive Committee shall confirm or reject, individual active members in good standing to serve as Regional Representatives.
 - (6) The National Vice President shall determine the specific base assignments of each Region and assign and coordinate the activities of the members appointed to serve as Regional Representatives.

- (7) The National Vice President shall be authorized to hire, retain and employ legal counsel as may be required to provide members with representation in the grievance and arbitration process, subject to the approval of the Executive Committee.
 - (8) The National Vice President shall ensure the training and continuing education of all representatives involved in the grievance and arbitration process.
 - (9) The National Vice President shall coordinate and chair a Grievance Review Committee to oversee the disposition of grievances.
- D. Duties of the National Secretary shall include but not be limited to the following:
- (1) The National Secretary shall be responsible for all administrative records of the Association.
 - (2) The National Secretary shall cause to be kept an administrative record of all officers, representatives and appointees.
 - (3) The National Secretary shall notify the Board of Directors, the Executive Committee and the OAL Operation Advisory Panel of any convention or meeting.
 - (4) The National Secretary shall cause to be kept a record of all proceedings at any convention or meeting of the Board of Directors, or at any meeting of the Executive Committee and the OAL Operation Advisory Panel.
 - (5) The National Secretary shall submit a written report of all meetings of the Executive Committee and the OAL Operation Advisory Panel to the Board of Directors within fifteen (15) days following such meeting.
 - (6) The National Secretary shall oversee the National Balloting Committee.
 - (7) The National Secretary shall assist the National President in the preparation of any Annual Report to the members of the APFA.
 - (8) The National Secretary shall administer Article VII procedures.
 - (9) The National Secretary shall update and ensure distribution of the APFA Policy Manual.
 - (10) The National Secretary shall assist in establishing regular training and continuing education programs for representatives of the APFA, and shall maintain the APFA training records of all representatives.