



WINGS Foundation, Inc.

Job Description and Responsibilities

National Flight Attendant Disaster Relief

Advisory Director

- The WINGS National Flight Attendant Disaster Relief Advisory Director (FADR) serves as an Advisory Director on the WINGS Executive Committee and will attend the Bi Annual Executive Meetings and the WINGS Foundation Annual Board of Director meeting.
- The WINGS National Flight Attendant Disaster Relief Advisory Director will hold office for a term of one year with no term limit.
- The WINGS National Flight Attendant Disaster Relief Advisory Director will send a monthly report to the WINGS National President for inclusion in the WINGS monthly newsletter.
- The WINGS National Flight Attendant Disaster Relief Advisory Director will be responsible for all activities directly related to Disaster Relief, including, but not limited to, communicating with the Flight Attendant in need of assistance, coordinating with American Airline Local Flight Service, Association of Professional Flight Attendant Union (APFA) and with American Community Programs regarding update on base conditions and local resources pertaining to National Disasters.
- The WINGS Flight Attendant Disaster Relief Advisory Director will coordinate requests of money transfers with the WINGS National Treasurer and the WINGS National President.
- The WINGS Flight Attendant Disaster Relief Advisory Director will monitor the Disaster Relief emails from the FADR email address on a regular basis, more frequently during disasters.
- The WINGS Flight Attendant Disaster Relief Advisory Director will maintain a small committee of WINGS volunteers to assist in a major disaster.

MONITORING OF DISASTERS

- The FADR Advisory Director will follow national news coverage and maintain awareness of any recent or impending events, specifically in areas where there is a large Flight Attendant population. Common examples are forest fires, hurricanes, tornadoes, floods, etc.
- In the event of a MAJOR event, the FADR Advisory Director will work with the Executive Committee to determine an appropriate response. This will include JETNET communications,

contacting the local WINGS Term Directors, contacting local American Airlines base management, etc.

INTAKE

- All FADR inquiries are to be directed to the FADR Advisory Director. An inquiry can result from a phone call, email, or referral from another Flight Attendant or American Airlines Flight Service.
- In the event of an extended absence or unavailability (i.e. vacation), the FADR Coordinator will make arrangements for a substitute to perform the duties of FADR Advisory Director. All members of the WINGS Executive Committee will be advised of these arrangements.

FADR TEAM

- The FADR Advisory Director will have a network of back-up support in the event of an absence (see above) or a widespread disaster (i.e. Hurricane Sandy) requiring more casework assistance.
- The back-up team must all be current WINGS Volunteers, but will include (in this order):
 - FADR committee
 - Former FADR Coordinators
 - Executive Committee Members
 - WINGS Board of Directors

CONFIDENTIALITY

- At all times, the FADR Advisory Director should respect the WINGS confidentiality agreement and policy. No different standards apply to FADR cases.

WEBSITE

- The FADR Advisory Director will monitor the “Disaster Relief” section of the WINGS website and advise the Webmaster of any needed changes.
- The FADR Advisory Director will ensure all necessary forms are stored in the “secure” part of the WINGS website.

INTERVIEW

- The FADR Advisory Director will verbally interview all incoming cases using the most current “Interview Form”.
- Due to the nature of this type of assistance, the FADR Advisory Director must realize that some Flight Attendants may be difficult to reach. Sometimes, unique or unusual methods of contact may be required depending on the nature of the disaster.

QUALIFICATIONS

- The FADR Advisory Director will ensure each case qualifies as an FADR case, using the most current FADR mission statement:

“Wings FADR provide immediate short-term relief to American Airlines Flight Attendants whose primary residence is damaged or destroyed by a catastrophic event or natural disaster. The program may provide for the purchase of such essentials as food, water & temporary shelter”.

(Current as on 21FEB2011)

- Flight Attendant requesting assistance must be an American Airlines Flight Attendant on the system seniority list.
- FADR cases are handled on a "per event" basis. There is no cap on the number of events for which an FA may apply for assistance in a lifetime. Also, these funds do not apply against an FA's lifetime cap for WINGS financial grant assistance.

FADR Checking Account

- Separate checking accounts will be maintained for the purpose of FADR. These accounts will receive all incoming recycling deposits and also be used to distribute all outgoing FADR assistance funds.
- The WINGS National Treasurer will maintain overall responsibility and control of this account.
- Anytime an assistance check is issued, an email announcement will be issued by the FADR Advisory Director to the WINGS Treasurer. This format is to be used:

F/A: Smith, Suzie

EMP: 565999

Base: ORD-D

Amount: \$5000.00

Address: 12 Oak Street, Chicago, IL 60062

Reason: F/A Disaster Relief-Fire FEB 2011

Approval: name of the FADR AD/and second on the case

Signature and Date:

- A copy of this email will be cc'd to the WINGS National President, WINGS National Vice President

APPROVAL

- All approvals must be made in either written or email form.

- The FADR Advisory Director will be the primary authorizer of FADR assistance cases.
- However, all cases require at least one other approval from the FADR Committee or a WINGS Officer Director (see above). The idea is that in all situations possible, no ONE person makes a decision on his/her own.

ASSISTANCE AMOUNTS

- All qualifying FADR events have maximum \$5,000 assistance.
- \$1000 may be distributed for a qualifying event, solely based on the FADR Interview Form.
- The remaining assistance (if any), will be distributed upon receipt of at least two documents verifying the event. These documents can include:
 - Letters/documents from the Flight Attendant's insurance provider.
 - Photos of damage.
 - Newspaper articles documenting damage to the area.
 - Government documents (i.e. FEMA) detailing the event.
 - Receipts showing expenditures by the Flight Attendant for short-term needs such as clothing, lodging, food or an unpaid trip.

Per the WINGS Bylaws:

The Board of Directors, by resolution adopted by the Board of Directors, may designate and appoint one or more committees, each committee of which to be comprised of at least two (2) members. Each committee shall have such duties and responsibilities as set forth in such resolution as adopted by the Board of Directors. The Board of Directors may designate one or more persons as alternate members of any committee who many, subject to any limitations imposed by the Board of Directors, replace absent or disqualified members at any meeting of that committee.

Advisory Directors. The Board of Directors shall have the power and authority to elect one or more persons to serve as Advisory Directors of the Corporation. Any persons so elected as Advisory Directors of the Corporation shall be designated as such. Each person so elected as an Advisory Director of the Corporation shall serve at the pleasure of the Board of Directors. Any Advisory Director so elected shall receive notice of each meeting of the Board of Directors of the Corporation and shall be entitled to participate in the discussion with respect to each matter brought before such meeting, but shall have no voting rights.

NAME _____ SIGNATURE _____ DATE _____

2-21-2018