



# Communications Workers of America - Local 1000

## AFL-CIO

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**Beth Cornwall** - President  
**Amy Lafferty** - Executive Vice President  
**Lois Eelen** - Secretary-Treasurer

**Ann Gilliard**  
Vice President - North

**Marion Cuttino**  
Vice President - South

**Warren Hemple**  
Vice President - AT&T Mobility

**Mary Barb Compton**  
Vice President - Traffic

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### Committee Responsibilities

1. Committee chairpersons are responsible for checking the office calendar to ensure the date desired for a meeting is available and another committee has not scheduled the same date. If the date selected is clear, post the committee meeting on the office calendar in pencil.
2. No more than one committee meeting can be scheduled on a particular date. Exceptions will be made on a case by case basis.
3. All dates must be approved by the Committee Officer Liaison. Any exceptions to this must be approved by the President, Vice President, Secretary-Treasurer, or by action taken by the Executive Board.
4. The Local Secretary-Treasurer must be notified as far in advance as possible, but no less than two weeks prior to the date of all scheduled meetings. Any requests for time off for union business are subject to the approval of the President, and must adhere to the guidelines outlined in **Time Off for Union Business**.
5. All committee chairpersons are responsible for notifying their committee members of all scheduled meetings or changes, agenda revisions, etc. The chairperson is also responsible for keeping absent committee members informed of what took place at the missed meeting, and mailing the committee member a copy of the minutes.
6. Meeting minutes must be filed with the Local Secretary-Treasurer for all meetings, regardless of how brief.
7. Individual committee members who will be late or will leave early must notify the Committee Officer Liaison or the President. Any loss of pay or compensatory make up time will be arranged by them on an individual case basis. Consistent latecomers and "no shows" will be subject to removal from their committee appointments.
8. Any committee member who is negligent in his committee duties is subject to removal from his committee appointment.
9. Committees are responsible for cleaning up after themselves and for returning all materials to their proper place.
10. If a committee's budget needs to be changed during a given budget year, it is the responsibility of the committee chairperson to submit, in writing, any requests for budget changes to the Secretary-Treasurer to be reviewed by the Executive Board. No such changes will take effect without Executive Board approval.
11. All committee chairpersons are responsible for submitting an estimated budget for the following year to the Finance Committee by October 1 of the present year.

12. All committee budgets (and subsequent requests for money) must contain at a minimum the following information:

- Date (or month) of meeting
- Purpose of meeting
- Number of committee members attending
- Number of hours needed
- Estimated breakdown of wages, mileage, tolls, parking, per diem, fees, hotel, etc

13. All expenses that are reimbursable by the Local require receipts and completely prepared vouchers. This includes transportation, tolls, and parking, if applicable.

14. Any member serving on a Local Committee is expected to attend Membership Meetings.

15. Any Local Committee member who also serves as a Steward is expected to attend Stewards' Meetings.