



Local Officer Positions

LOCAL PRESIDENT

The President is tasked with general supervision of the Local. They enforce the Constitution and bylaws, sign official documents, and countersign all payments. They also chair Local meetings and rule on procedural questions, subject to appeal by members.

LOCAL VICE PRESIDENT

The Vice President supports the President and helps carry out their responsibilities. If the President is absent, the Vice President runs meetings. The Vice President automatically takes over the President's duties for the rest of the term if the President's position becomes vacant.

LOCAL SECRETARY

The Secretary keeps meeting records, handles correspondence, and maintains the Local's official documents and seal. They send and post required notices, play a large role in conducting nominations and elections, inform officers and other Locals of important actions, and notify members and the TD of meeting changes.

LOCAL TREASURER

The Treasurer manages and secures the Local's funds, tracks all income and expenses, provides a monthly financial report to the local, and makes records available for review. They issue properly approved payments, with all checks countersigned by the President. They prepare an annual financial report, which is audited by the Local's Board of Trustees. They may also pause improper claims, and they ensure dues are credited to the correct Local Committees of Adjustment (LCAs) and General Committees of Adjustment (GCAs).

BOARD OF TRUSTEES

Trustees provide financial oversight of the Local, annually auditing the Local Treasurer's report

The Local can choose to have the Secretary and Treasurer as one position.



Local Representative Positions

SAFETY AND LEGISLATIVE REPRESENTATIVE (SLR)

The SLR is the Local's Safety Representative. They report to the Local each month on the handling of unsafe and unsanitary conditions, as well as inform on legislative issues affecting the membership. They also serve as members of their State or District Safety and Legislative Board and represent their Local at its meetings.

VICE SAFETY AND LEGISLATIVE REPRESENTATIVE (VICE SLR)

The Vice SLR works with and at the direction of the Local's SLR, and attends meetings of their State or District Safety and Legislative Board in the SLR's absence. Locals may elect to have more than one Vice SLR.

DELEGATE

Every five years, Delegates are elected to represent their Locals at the SMART General Convention and SMART Transportation Division Convention, voting in officer elections and on proposed amendments to our Constitution.

ALTERNATE DELEGATE

The Alternate Delegate is elected to represent the Local if the Delegate becomes unable to attend the conventions.

**MORE DETAILS CAN BE FOUND IN ARTICLE 21B OF THE
SMART CONSTITUTION**



Local Committee of Adjustment Positions

LOCAL CHAIRPERSON

The Local Chairperson is the primary union representative for the Local Committee. They handle and file claims and grievances on behalf of members, communicate with local carrier officials, and report on cases at Local meetings. They keep the Local and General Chairperson informed about employees taken out of or returned to service and oversee the work of the Vice Chairperson. If a case cannot be resolved locally, the Chairperson refers it to the General Chairperson with all relevant information.

VICE LOCAL CHAIRPERSON

The Vice Chairperson assists the Chairperson by handling matters assigned to them. They act in place of the Chairperson when the Chairperson is absent or unable to perform their duties. If the Chairperson position becomes permanently vacant, the Vice Chairperson serves as acting Chairperson until a new one is elected.

LCA SECRETARY

The Secretary serves as the administrative officer of the Local Committee. They are responsible for maintaining records, handling official notices, and supporting the orderly transfer of files or property if a committee is discontinued.

THE LCA MAY CHOOSE TO HAVE MORE THAN ONE VICE LOCAL CHAIRPERSON

**ITS NOT UNCOMMON FOR A LOCAL TO HAVE MULTIPLE LOCAL COMMITTEES
OF ADJUSTMENT**

**MORE DETAILS CAN BE FOUND IN ARTICLE 21B OF THE
SMART CONSTITUTION**