

# **DELEGATE RESPONSIBILITIES**



**LOS ANGELES AIRPORT PEACE  
OFFICERS ASSOCIATION**



## **Empowering Our Delegates Makes Our Union More Effective and Powerful**

Two critical Functions that you provide: communicating accurate and updated information in a timely manner to our members and providing the Board of Directors with feedback from our members.

### **Delegate Responsibilities:**

- Attend quarterly delegate meetings and report back to members.
- Volunteer for Delegate committees and participate in those meetings.
- Understanding why LAAPOA must stay involved in politics.
- Notify the Office of the Secretary of any officer who is hospitalized on/off duty or needs assistance.
- Encourage members to read the *Alert3* and submit photos & articles.
- Encourage members to sign up for the LAAPOA *BOLO* newsletter.
- Encourage members to log-on to the website ([www.laapoa.com](http://www.laapoa.com)).
- Encourage members to stay engaged and involved.
- Encourage members to vote in Board of Director elections, bylaw changes, complete surveys and other items of relevance sent out by the Board of Directors to our members.
- Encourage members to join the Los Angeles Airport Police Athletics & Activities League (LAAPAAL) to help the charity develop.
- Encourage members to update their personal information with LAAPOA.
- Assist with LAAPOA sponsored events.



- Assist members in need of the Employee Assistance Program (EAP).
- Be familiar with the current MOU, POBR and Bylaws.
- Attend employee Rep training given by LAAPOA and Legal Counsel
- Assist members with filing grievances or complaints.
- Be familiar with the current member benefits and ensuring all members our receiving the most out of them.
- Have up to date information on what the City, LAWA, and APD trends are and how LAAPOA is participating our responding to them.
- Help the Office of the Secretary keep the LAAPOA union board up to date.
- Encourage and recruit new members for vacant Delegate positions.
- Update Directors on possible Labor/MOU violations.

\*\*The Delegate position is voluntary and will be chosen by the LAAPOA Board of Directors after an application is submitted and candidates are interviewed by the executive board.

\*\*\*\*Actual authorized number of Delegates is one for every 45 members, for ONT one for every 25 members. If an airport is over/under the number of allocated Delegates the Board of Directors will hold interviews to ensure each area has the appropriate number of Delegates based upon the above criteria.



## **DELEGATE MEETING ATTENDANCE REQUIREMENTS**

In order to qualify for the LAAPOA Delegates' Dinner, **you must attend three (3) out of four (4) quarterly meetings**. If you cannot attend a meeting, you must notify Asst. Secretary Mike Dear at (310) 954-7568 to be excused.

Too many unexcused absences will not be tolerated and may result in a Delegate being replaced by a member which is better suited for the position. The exception to the rule: If a Delegate is IOD, required departmental training, or on annual vacation.

If you would like to know more please contact the LAAPOA Business Office at (310) 242-5218.