

SAUGUS DISTRICT TEACHERS ASSOCIATION

DECLARATION OF CANDIDACY

Office of Recording Secretary 2018-2019

The following duties have been established by the Site Rep Council of the Saugus Teachers Association:

- **Attend all Site Rep Council meetings**
- **Attend all Executive Board meetings**
- **Retrieve and sort mail, and refer to correspondence and materials to the appropriate officers, and/or committees**
- **Be adept enough at note-taking, and familiar enough with parliamentary procedures, to be able to record accurately the actions taken at official meetings of the chapter's executive and policy making bodies**
- **Record of the proceedings of each meetings, regular and special, of the Association, Council, and the Executive Board**
- **Be responsible for the distribution of minutes of the meetings to members of the Council and Executive Board, and to the membership of the Association and of all committees**
- **Keep an accurate roster of the membership of all Association committees; submit to the president a list of actions directed and jobs to be done, as soon as possible after each meeting**
- **Keep a calendar of association events and projects;**
- **Assume the responsibility of the corresponding secretary if the corresponding secretary is absent**