

SAUGUS DISTRICT TEACHERS ASSOCIATION

DECLARATION OF CANDIDACY

Office of Vice-President 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**
- **Serve as assistant to the President in all duties of the President**
- **Assume the duties of the President in the absence of the President**
- **Be responsible for the information and distribution of the Association calendar of activities**
- **Act as “Program and Arrangements Officer,” taking care of the details of preparing for meetings**
- **Know parliamentary procedures well enough to be able to preside over a meeting on a moment’s notice.**