

SAUGUS DISTRICT TEACHERS ASSOCIATION

DECLARATION OF CANDIDACY

Office of the Corresponding 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**
- **Carry on the correspondence pertaining to the affairs of the Association as directed by the President**
- **Retrieve and sort mail, and refer to correspondence and materials to the appropriate officers, and/or committees**
- **Update “STA Static” chair with union correspondence and benefits for members**
- **Assume the responsibility of the recording secretary if the recording secretary is absent.**