

# HART DISTRICT TEACHERS ASSOCIATION

DECLARATION OF CANDIDACY: Secretary

TERM OF OFFICE: July 1, 2022 --- June 30, 2023 | STIPEND:\$860/semester

The following duties have been established by the Executive Council for the office of Secretary of the Hart District Teachers Association:

- Attend all Executive Council meetings per month
- Attend all Executive Board meetings per month
- Take minutes at each Executive Council and Executive Board meeting
- Communicate with Executive Council/Board members about the time, place, and agenda items of meetings
- Prepare accurate minutes as the official recorder of Association business
- Respond to members who may inquire about information regarding meeting times, places, and agenda items
- perform support/collaborative tasks as requested by the President

I have read the duties and responsibilities of the office of Secretary delineated in this Declaration of Candidacy, and I agree to fulfill and perform those duties and responsibilities should I be elected to office.

I am a member of the Hart District Teachers Association, CTA/NEA.

PRINTED NAME AS IT SHOULD APPEAR ON THE BALLOT:

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Signature

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Date

RETURN THIS DECLARATION OF CANDIDACY FORM TO: Todd Henderson (SV) at  
thenderson@hartdistrict.org

This declaration must be received via email no later than 5 p.m. on Friday, April 22nd, 2022.