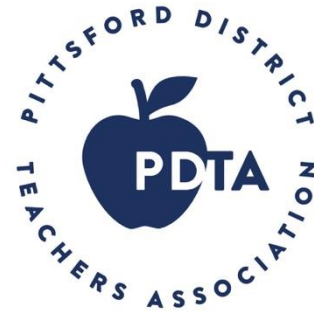


PDTA Secretary



Qualities:

- Observant
- Keeps accurate records
- Trustworthy
- Confidential
- Responsible
- Professional
- Reliable/dependable
- Problem solver
- Friendly
- Organized
- Good listener and communicator
- Hard working/can get “stuff” accomplished
- Respected by various stakeholders
- Knowledgeable about the benefits of union membership, and is willing to speak to others about our union
- Committed - aligned with the purpose and direction of the union

Responsibilities:

- Keeps a record of all meetings of the PDTA, the Executive Committee and the Representative Assembly
- Reports same in writing to the membership of the PDTA
- Attends to all correspondence of the PDTA and keeps all official records of the Association
- Annually files the minutes, records, and names of new officers of the PDTA with our state and national affiliates
- Other such activities as assigned by the President

Training and support systems:

- Local PDTA training
- Regional NYSUT training – one to two days in August
- Negotiations conference – once yearly in Rochester
- NYSUT Leadership Institute
- Former Secretaries

- Executive Committee
- Representative Assembly
- PDTA President and Officers

Compensation:

- [Click for current list of stipends](#)