

## ***Admissions Council Representative*** (2008)

- 1. Attend monthly meetings of The Albany Academies Parents Association (AAPA).**
- 2. Keep a file of all materials pertinent to the office and bring a complete file to the May Board Meeting (to be turned over to the Vice President). Whenever possible, make a copy of all materials and notes so they can be attached to the Working File for the next year.**
- 3. Responsible for sending copies of all correspondence to the President and any other Chairs deemed necessary.**
- 4. Responsible for keeping an accurate account of expenses and submitted vouchers, with receipts attached, sent to the Treasurer.**
- 5. Admissions Council is a group of parents and alumni/ae who are actively involved in Admissions. The AAPA representative is responsible for assisting the Head of the Admissions Office as needed. The AAPA Representative reports on the Admissions meetings to the AAPA Board. These Admissions Council reports are to be included in the AAPA minutes to be distributed to the general membership (parents) on a monthly basis.**
- 6. Following are possible ways to be involved on the Admissions Council, but are not limited to this list:**
  - Community outreach**
  - Attending The Albany Academies Open Houses**
  - Helping with special projects**
  - Attending or possibly hosting a prospective student gathering at your home**