

# *Duties of the Academies Artist Project Chair*

(revised 2008)

1. Attend monthly meetings of The Albany Academies Parents Association (AAPA) whenever possible.
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 submit vouchers, with receipts attached, to the Treasurer.
5. Responsible for attending, if possible, the Grade Representative and New Parent Receptions, for the purpose of meeting and welcoming new parents to The Albany Academies, and to introduce new Board members and Grade Representatives to the new parents.
6. Responsible for coordinating with the committee and the teachers, potential artist visits for day and/or in residence sessions for both East and West campuses. The Committee Chair oversees a committee consisting of representatives from both campuses: East and West parents, AAPA Board members, teachers and/or Division Heads or Art teachers from both campuses. (The number needed is to be determined by the Chair.)
7. The Project initiatives have included, but are not limited to the Visiting Artist Series.
8. Work for securing artists for the Fall should be completed by the Spring of the previous year. Those for the Winter may be done at that same time or early Fall. Monies collected from the Holiday Greens Sale in late Fall have been earmarked for use to pay for the artist visits for the following year, as voted by the AAPA Board.
9. The committee Chair should coordinate with AAPA President and Chair of the Holiday Greens Sale since this is the source of funding for the Series.