

Duties of the Arts 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. Arts Council is a group of parents and alumni/ae who are actively involved in the arts. Art talent is not required. The AAPA representative is responsible for assisting the Fine Arts Department Chair with projects as needed. The AAPA Representative reports on the Arts Council meetings to the AAPA Board. These Arts Council reports are 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 Arts Council, but are not limited to this list:**
 - Community outreach**
 - Staffing tables selling DVDs, CDs**
 - Help serve refreshments, student dinners on performance nights costuming for plays**
 - Helping with special projects, i.e. hanging student art works**
 - Helping with the Visiting Artist Series.**