

Athletic Advisory 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. **The Athletic Advisory Committee (AAC) is comprised of the Athletic Directors from both campuses, the Upper School Academic Dean and four parents, two coaches and two students. This committee shall meet at the end of each athletic season to review each program thoroughly, looking for ways to improve the athletic program. The AAC will also meet on an Ad Hoc basis as the need arises, possible monthly.**
6. **As the AAPA representative you are responsible for attending the AAC meetings and reporting back to the AAPA Board. The AAPA Representative reports on the Athletic Council meetings to the AAPA Board. These Athletic Council reports are to be included in the AAPA minutes to be distributed to the general membership (parents) on a monthly basis.**