

# ***Duties of the Library Commemorative Books 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 this position. Bring the completed file to the May AAPA Meeting and hand it 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 academic year.**
3. **Responsible for sending copies of all correspondence to the President and any other AAPA members 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. **At the beginning of the school year, contact the Database Administrator or Registrar for the birthdays and contact information of all students.**
7. **Prepare, sign and distribute monthly letters, donation forms and envelopes. Contact the Administrative Assistant for letterhead and envelopes. If desired, the Database Administrator will print the letters and address labels. Give the stuffed envelopes to the Administrative Assistant when they are ready to be mailed out.**
8. **Donation forms are to be returned to the Database Administrator.**
9. **The Database Administrator will send copies of received donation forms, superimposed with copies of the checks, to the Lower School Librarian.**
10. **The Lower School Librarian will give donation forms for students in grades 7 through 12 to the Upper School Librarian. The Lower School Librarian will keep forms for students in grades ECA through six.**
11. **Each librarian will maintain separate files of these records and be responsible for ordering the books necessary to fulfill the donations.**
12. **Each librarian will write personal thank you notes to the donors for whom they are responsible. The title of the book(s) ordered should be named in the thank you notes.**
13. **The librarians will send their completed thank you notes to Database Administrator .**
14. **The Database Administrator will mail the thank you notes along with a receipt for the donation to the donor.**
15. **Each librarian will insure a bookplate naming the donor and honoree is affixed inside the book. Lower School students (ECA through Grade 4) will be recognized in Chapel and given a certificate and special birthday badge.**
16. **Once the catalog record is entered in the system, the honored child will take the book home with a form thank you letter enclosed with the book.**