

Duties of the Communications Liaison (Revised 2008)

1. Attend monthly meetings of The Albany Academies Parents Association (AAPA). This is a voting position on the AAPA Board.
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. Keep a paper copy of all communications sent to the school Communications Office for the website.
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 collecting from the President, and AAPA Board chairs any information to submit to the AA Communications Office for the inclusion in the school web news, papers or the AAPA web page on the school site. This information should be current and checked and/or changed on a weekly basis or as scheduled each year with the Communications Office. The information should include, but not limited to: AAPA board officers-names and e-mail addresses, committee/fundraising information and volunteer opportunity information, AAPA event information, Uniform Exchange, and AAPA programs.
7. Work closely with the AA Marketing & Communications Department. Assist with writing, changing and updating the AAPA Brochure with the Communications Office. This brochure is to be distributed, especially to the new parents at the New Parent Reception, but should be available at all the open houses or AAPA events throughout the school year.
8. Responsible for checking with the faculty/parent committee chairs, including but not limited to: Arts Council, Athletic Council, Admission Council one week prior to the mailing of the AAPA President's monthly letter. As needed, collecting any information from all Board members/committee chairs as well for pertinent information to be included in the letter. This for the purpose of getting any new or necessary information to be included in the letter for parents to receive current updates on AAPA and school community activities.
9. Responsible for checking AAPA web site weekly, at minimum, to make sure all information is as current as possible. If necessary, verify details with Committee Chairs and contact communications office to change the AAPA web page information.
10. Responsible, along with the Vice President, for preparing handouts to be given to all parents at the receptions, School Open Houses and Parent nights. This includes: The AAPA Brochure, a list of AAPA Board of Directors, committee chairs and grade representatives including their contact information, voluntary dues forms and a description of the gifts and monies given to the school during the preceding academic year. Assist the Social Committee Chair and Hospitality Chair to coordinate with the School regarding refreshments and invitations for these events.