

Duties of the Fundraising Committee Chairperson

(2008)

1. **Attend monthly meetings of The Albany Academies Parents Association (AAPA). The Chairperson has 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 submitted vouchers, with receipts attached, relating to the fundraising projects of the AAPA. All such documentation must be sent to the Treasurer on a timely basis.**
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. **The Chair of the Fundraising Committee shall oversee the operations of the Committee, which shall have overall responsibility for the annual fund raising events of the AAPA. This committee shall coordinate the fundraising event(s) and the scheduling of these events with the Office of Institutional Advancement or Special Events Coordinator of the School.**
7. **The Fund Raising Committee shall be in charge of the following events, including but not but not limited to:**
 - Fashion Show and Luncheon**
 - Book Fair (Barnes and Noble or other appropriate vendor)**
 - Holiday Wreath Sale**
 - May Flower Sale**
 - Gift Wrap Sale**
8. **A sub-committee of the Fund Raising Committee will be established for one or more of the fund raising events and will be responsible for coordinating such event. For example, Holiday Greens and Flower Sale may be one sub-committee. The chair of the Fund Raising Committee will oversee the chairs of the sub-committees.**
9. **The Fund Raising Committee Chair may also be head of one of the sub-committees.**
10. **Each sub-committee shall have a Chair that reports to the Fund Raising Chair.**