

## ***Duties of the General Assistance 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 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.**
- 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, prior to the end of school year (June), to update and submit the AAPA Volunteer Opportunities Form that shall be included in the Albany Academies summer mailing to parents. This form/letter consists of all AAPA committees that need help, fundraisers or other activities/events, during the school year. Consult with AAPA President and Committee Chairs on their needs and letter content.**
- 7. Responsible for collecting the names from the summer volunteer sign up letters, and open house night signs ups and getting the list of volunteer names to the proper Committee Chairs. Committee Chairs should be contacting all volunteers well in advance of their events.**
- 8. The General Assistance list should be maintained for distribution to committee chairs, school administration or faculty as needed for assistance at activities/events.**
- 9. Responsible for having sign up sheets available at all school events, most importantly, but not exclusively, at beginning of school year (New Parent Reception, first AAPA meeting, all Open House nights).**
- 10. Responsible for keeping up to date a folder, or section on the AAPA parent web page, of activities available for children in the summer. This may include daytime opportunities within and hour of the School, as well as over night camp experiences, or educational opportunities. Coordinate with the Guidance Counselors, The Albany Academies Summer Program Director and School Librarians. Parents may also be consulted for possible suggestions. Web page changes should go through either the Communication Liaison, or the Marketing & Communications Department.**