

Duties of the Life Member Representative

(Revised 2008)

1. **Attend monthly meetings of the Albany Academies Parents Association, ("AAPA") whenever possible.**
2. **The Life Member Representative shall, when possible, be a Life Member. A Life Member is any parent whose son or daughter's class has graduated from The Albany Academies.**
3. **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.**
4. **Responsible for sending copies of all correspondence to the President and any other Chairs deemed necessary.**
5. **Responsible for keeping an accurate account of expenses and submit vouchers, with receipts attached, to the Treasurer.**
6. **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 Representative to the new parents.**
7. **Responsible to act as liaison between the AAPA and Life Members.**
8. **Responsible to plan the annual Life Member Tea, with the Special Events Coordinator for the school.**
9. **Responsible for keeping the Life Member list up to date, and making sure that the Special Events Coordinator has updated list as well. Responsible for sending letters in the Spring to the new Life Members, on both campuses, i.e. Seniors parents, explaining their new status and inviting them to the Life Member Tea in May. Senior Parents are recognized and informally inducted into Life Member status at this event.**
10. **Life Members (usually only mothers attend) should also be invited to the Luncheon- Fashion Show and recognized at that event-flowers may be given to them at discretion of the FS committee.**
11. **AAPA Board to vote on whether dues for this membership are required.**