

Duties of the Academies Literary Project 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 for coordinating with the committee, the teachers, and the Special Events Coordinator of the School the dates for potential author visits for day and/or in residence sessions for both East and West campuses. The Committee Chair oversees a committee consisting of representatives from both campuses: East and West parents, AAPA Board members, teachers and/or Division Heads or Librarians from both campuses. (The number needed is to be determined by the Chair.)
7. The Project initiatives have included, but are not limited to: The Distinguished Authors Series, The "Great Book Drive" (gently used books brought in by the School Community and distributed to teachers in all divisions), and other literary endeavors.
8. Work for securing authors for the fall should be completed by the spring of the previous year. Those authors for the winter may be done at that same time or early Fall. Monies collected from the Barnes and Noble Book Fair (or other vendor) in the Fall have been earmarked for use to pay for the author visits for the following year, as voted by the AAPA Board.
9. The Mission of this Project is to "...encourage reading and an appreciation of great literature and essential elements in learning to write with clarity and style and to think analytically and imaginatively."
10. During the 2005-2006, the committee began the transition of the leadership of the Distinguished Author Series to the Chair of the AA & AAG English Department Chair. The AAPA shall continue to focus its efforts on coordination as needed. Coordinate with the AAPA President and the Bookfair Chair, as the success of the Bookfair is very important since this is the source of funding for the Distinguished Author Series.