

## ***Duties of the Nominating Chair*** (Revised 2008)

1. **Attend monthly meetings of The Albany Academies Parents Association (AAPA). This is a voting position on the AAPA Board.**
2. **The Chair of the Nominating Committee shall be the immediate past President of the AAPA. If the immediate past President is unable to serve, the Nominating Committee will propose a person for this position for approval by the Board.**
3. **The Chair of the Nominating Committee shall appoint at least four persons to the Nominating Committee with approval of the Board. These members should be representative of both campuses and divisions and should be chosen from AAPA Board and from the general membership. The Chair may designate a member of the Nominating Committee as Vice Chair of the Committee to assist the Chair with all duties as needed, including preparation of the Volunteer Opportunity form with descriptions of all available positions for distribution to general membership.**
4. **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.**
5. **Responsible for sending copies of all correspondence to the President and any other Chairs deemed necessary.**
6. **Responsible for keeping an accurate account of expenses and submit vouchers, with receipts attached, to the Treasurer.**
7. **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.**
8. **Responsible for overseeing the Nominating Committee, this is responsible for recruitment and selection of the Slate of candidates for all AAPA positions. The slate shall include persons to serve on the Parent Advisory Committees (PAC), Arts Council, Athletic Council and Admissions Council.**
9. **Responsible for overseeing all activities of the Nominating Committee, which shall meet as often as necessary to discuss qualifications of perspective nominees for all available positions. The Chair shall remind the members of the Committee that the deliberations are confidential. The Committee shall consider individuals who can be active participants, who can attend Board meetings, and who can provide leadership and who have exhibited an interest in the position.**
10. **Voting for nominations shall take place only when all members of the committee are present.**
11. **The Nominating Committee shall whenever possible attempt to select a nominee for an Executive Board position who has previously served on the AAPA Board. During the Committee's deliberations, the Committee shall seek to have identified the potential nominees for the office of President/Vice President for the next 3 years.**
12. **The Chair shall provide all accepting candidates with a copy of their responsibilities (as listed in the AAPA Guidelines for Board Members.). The Nominating Chair, Vice Chair along with the Vice President is responsible for updating the job descriptions as needed.**
13. **Nominating Time Line:**
  - A. **The Chair of the Nominating Committee and the Committee Members shall collect names of potential board/committee members throughout the year.**

- B. Periodically throughout the fall, Board members should be asked to identify potential volunteers, including new parents.**
- C. In February, Volunteer Opportunity forms are to be distributed to the general membership with all available positions listed. Job descriptions should be available for potential nominees to read on the AAPA portion of the Albany Academies web page. All Board/committee positions are one-year terms with the exception of President, which is a two-year term.**
- D. The nomination process should be limited to approximately two to three weeks. Thus allowing the committee time for selection prior to the March vacation.**
- E. Prior to notifying the nominees of their acceptance to a position on any of the Administration/Faculty committees and the Academic Division Head/AAPA Division Representative positions, the Nominating Chair and Vice Chair need to meet with the Academic Division Heads for their input on the selections. Should the Division Heads have any concerns with selected candidates for the Parent/Faculty committee (PAC, Arts, Athletic, and Admissions Councils) discussions will follow. The nominating committee may change the nominee if they deem such action to be warranted.**
- F. The AAPA Division Representatives, in consultation with the Nominating committee, and the Academic Division Heads choose grade Representatives, as per above.(E)**
- G. In April, present the current AAPA Board with the New AAPA Board Slate- This Slate consists of the Board members with voting positions. At this time, the Board committee Chairs may also be selected and approved. This must be done a month before voting at May Meeting in that the slate is subject to approval by the general membership.**
- H. At the May Meeting, present the new AAPA Board Slate to the current Board and general membership. Vote to pass on this slate for the following year.**
- I. The Parent Advisory Committees (PAC), Arts, Athletic, and Admissions Councils, and The Class Captains and Grade Representatives are not subject to vote of the general membership and AAPA Board.**
- I. All new nominees should be invited to attend the May Annual Meeting and Volunteer Thank You Reception.**