

Duties of the President (revised 2008)

1. **Preside at and create an agenda for all the meetings of The Albany Academies Parents Association (AAPA) of Directors, the General Membership and the Executive Committee. The term of office is two years and is a voting position on the AAPA Board.**
2. **The President is an ex-officio, voting member of The Albany Academies Board of Trustees. Attendance at monthly BOT meetings is expected.**
3. **Perform all presidential duties necessary to fulfill the requirements of this office.**
4. **The President shall hold the position of Nominating Chair of the AAPA Board during the year immediately following the term of President.**
5. **The President is Chair of the Executive Committee, and calls any special meetings, as necessary. The Executive committee shall meet at least three times per year.**
6. **Oversee the work of all committees and special events related to the AAPA. The President may delegate supervision of any committee or event to a member of the Executive committee.**
7. **The President is an ex-officio member of all Standing Committees of the Board, except the Nominating Committee. He President is responsible for sending copies of all correspondence to any Committee Chairs as deemed necessary.**
8. **Responsible for appointing Special Committee Chairs with the approval of the Executive Committee.**
9. **Appoint, with final approval for the AAPA Board, person(s) presented by the Nominating Committee to fill any vacancy on the Board of Directors, except that of President.**
10. **The President is responsible for informing the Head of School as to the activities and business of the AAPA and shall meet on a regular basis, preferably monthly, with the Head of School. Vice President should attend these meetings as well.**
11. **Maintain a relationship with the Albany Academies Communications Office for the purpose of relaying The AAPA Monthly President's letter, AAPA minutes or Committee reports to the general membership, (parents). Coordinate with the AAPA Communication Chair concerning any other information that needs to be maintained on the AAPA page of the School website.**
12. **Together with Committee Chairs, act as a liaison between the AAPA and the faculty regarding programs and events of the AAPA, as necessary.**
13. **Meet, as necessary, with the Communications Office, Institutional Advancement Office and the Academic Division Heads for issues concerning the AAPA. Attend any meetings with these groups as necessary**
14. **Write a monthly AAPA President's letter containing current and upcoming activities, events and issues of the AAPA. The minutes to the AAPA Board meetings, as well as information regarding the Parent Advisory Committees, Arts, Athletic, and Admissions Councils, to the extent available, shall be circulated with the President's letter. This monthly AAPA President's letter is to be distributed to the general membership (all parents) by the Communications Office via e-mail. Hard copy distribution will also be sent when email is unavailable. The Communications Office may offer edit and suggestions as needed; however, the information is intended to be AAPA information.**

- 15. Responsible for keeping an accurate account of expenses and submit vouchers, with the receipts attached, to the Treasurer. The President shall have the authority to fulfill the Treasurer's responsibility if the Treasurer is unable to do so.**
- 16. 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.**
- 17. Send a list of incoming AAPA Officers, Committee Chairs, and faculty/parent Committees to the Head of School, President of the Board of Trustees, and the Communications Office following the AAPA Annual Meeting.**
- 18. Send a year-end letter to the Head of the School, President of the Board of Trustees, and Communications office (for inclusion on the parent webpage) describing AAPA current year monetary and volunteer contributions to the Albany Academies community.**
- 19. Keep a file of all materials pertinent to the office and bring complete, updated file to the May Board Meeting. (This is 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. A President's Binder of all agendas, letters, year end committee reports and pertinent information to this office should also be given to the Albany Academies Archives at the end of the term of office.**