

Duties of the Recording Secretary (Revised 2008)

- 1. Attend monthly AAPA meetings, taking accurate notes, and attend any other meetings of The Albany Academies Parents Association (AAPA). As a member of the Executive Committee, you are required to attend any meeting called by the President. This is a voting position on the AAPA Board.**
- 2. Minutes are to be presented to AAPA Board for approval. Any corrections and/or additions should be added to the minutes and copies of the original minutes and corrections are kept in a yearly binder. These notes should be e-mailed to the AAPA Board. Parents to receive minutes via email. Discuss with the AAPA President the appropriate timing/manner of emailed minutes.**
- 3. Responsible for obtaining a substitute to take notes in your absence. Keep copies of all materials distributed at any Association meeting.**
- 4. Responsible for keeping accurate attendance of those present at all Association meetings. These are kept in the yearly binder.**
- 5. Responsible for contacting the AAPA Board prior to monthly meetings requesting reports.**
- 6. Responsible for any courtesy resolution (thank you notes) following meetings. Also, sends appropriate cards to Faculty and School families for various occasions (condolences, congratulations, etc.).**
- 7. AAPA Board Minutes are to be reviewed by the AAPA President, prior to forwarding to all Board members. Minutes should be e-mailed to the Board members, along with the next month's agenda, a minimum of one week prior to meeting.**
- 8. Record minutes of all meetings of the AAPA and place in the permanent record book.**
- 9. Sign bank authorization for the Treasurer.**
- 10. Store records of past minutes in Albany Academies Archives.**
- 11. 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.**
- 12. Responsible for sending copies of all correspondence to the President and any other Chairs deemed necessary.**
- 13. Responsible for keeping an accurate account of expenses and submit vouchers, with the receipts attached, to the Treasurer.**
- 14. 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.**