

Duties of Senior Class Representative (revised 2008)

- 1. Attend monthly meetings of the Albany Academies Parent 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. Plan a reception for Form VI-West and Seniors -East parents to follow the First Chapel in September. Coordinate with the Special Events Coordinator for invitations, and Hospitality and/or Class Captains/Grade Representatives for food.**
- 7. Assist, as needed, Form VI –West and Seniors -East Class Captains, Class President and Advisors with ideas for the Senior Class Gift to the school that is given at graduation. Remind all Seniors, both campuses, they need to schedule fundraisers through out the year to raise this money, (car wash, candy, flower sales etc.)**
- 8. Keep Senior class parents informed of schedule of events for Form VI/Seniors and families (first and last chapel, Senior pictures, basketball game, graduation).**
- 9. Plan Form VI/Faculty Basketball game, in March. Must coordinate the dates with Athletic Director, events coordinator of AA, and Form VI President. Monies collected are for Sr. Gift. These monies come from food sold, 50/50 raffle and admission to the game. Form VI students are to be involved, either as players or as volunteers for activities, as it is their fundraiser for the gift, not the parents. Make sure date is set when middle school students are on campus (they have class trips in March).**
- 10. Commencement: Coordinate with Form V mothers who will assist the Form VI students with boutonnieres before the ceremony and will be serving refreshments following the ceremony.**
- 11. Be aware of end of year From VI/Senior academic and social activities, and reinforce school communications to keep parents current on these activities. Activities include: High School Prom (usually in April), May Project, Seniors and Mothers (East) attend AAG Alumnae Reunion luncheon, (May). Form VI/Faculty Dinner (early June), Alumni Reception for Form VI (early June), Senior Tea, East (June), Commencement details (invitations, tickets, etc.)***