

Duties of the Social Committee/Chairperson

(2008)

1. **Attend monthly meetings of the Albany Academies Parents Association, ("AAPA"). The Chairperson has a voting position on the AAPA Board.**
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 submitted vouchers, with receipts attached, relating to the social committee projects of the AAPA. All such documentation must be sent to the Treasurer on a timely basis.**
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. **The Chair of the Social Committee shall oversee the operations of the Committee, which shall have overall responsibility for the Social events of the AAPA. This committee shall coordinate the Social event(s) and the scheduling of these events with the Office of Institutional Advancement or Special Events Coordinator of the School.**
7. **The Social Committee shall be in charge of all social activities sponsored by the Parent Association, including but not limited to:**
 - **New Parent Reception**
 - **Grade Representatives Reception**
 - **Homecoming**
 - **Family Picnic**
 - **Teacher/Staff Appreciation events- December and May (held on both campuses)**
 - **Life Member events**
 - **Other special school events**
8. **A sub-committee of the Social Committee will be established for one or more of the Social events and will be responsible for coordinating such event. For example, Homecoming and Family Picnic may be one sub-committee. The Chair of the Social Committee will oversee the chairs of the sub-committees.**
9. **The Social Committee Chair may also be head of one of the sub-committees.**
10. **Each sub-committee shall have a Chair that reports to the Social Committee Chair.**
11. **One sub-committee is responsible for organizing, as well as attending, the Grade Representative and New Parent Receptions, for the purpose of meeting and welcoming new parents to The Academies, and to introduce new Board members and Grade Representatives to the new parents. Consult with the President regarding these receptions in case the AAPA is holding the New Parent reception in conjunction with the School administration.**