

Duties of the Uniform Exchange Chair (revised 2008)

- 1. Attend monthly meetings of The Albany Academies Parents Association (AAPA) whenever possible. There are two Exchange chairs, one for each campus, each with 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 submit vouchers, with receipts attached, to the Assistant Treasurer. Work closely with the Assistant Treasurer concerning deposits, and possible NYS sales tax. Work with the Business Office concerning the reporting of quarterly NYS sales tax.**
- 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. Get volunteers to staff store.**
- 7. Set hours for the Exchange, on both campuses, at minimum once a week, coordinate hours to make it easier for parents who may need to visit both.**
- 8. Keep accurate inventory of items for the Exchange(s).**
- 9. Organize summer sale in August, prior to the start of School; send a flyer in Albany Academies Summer mailing. Coordinate hours for the Exchange on both campuses. Other sales and Spirit wear items to be decided on by the Exchange Chairs and committees. Coordinate with the Upper School Director on spirit wear needs, colors etc. Items chosen may depend upon the season of the sale.**