

Duties of the Upper School Division Representative (Revised 2008)

1. **Attend monthly meetings of The Albany Academies Parents Association (AAPA). This is a voting position on the AAPA Board. There is to be an Upper School representative for both campuses, each with a voting position.**
2. **Both are members of the Upper School Parent Advisory Committee, (PAC) and the Grade Representative committee (see descriptions).**
3. **As a member of the Upper School PAC, you are responsible to work with this committee on issues pertaining to upper school. Must be able to attend meetings on a monthly or as needed basis. Reports on the PAC meetings are to be given at the AAPA Board Meetings. These PAC reports are to be included in the AAPA minutes to be distributed to the general membership (parents) on a monthly basis.**
4. **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.**
5. **Responsible for sending copies of all correspondence to the President and any other Chairs deemed necessary.**
6. **Responsible for keeping an accurate account of expenses and submit vouchers, with receipts attached, to the Treasurer.**
7. **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 Class Parents to the new parents.**
8. **Responsible for coordinating and communicating with Class Captains and Grade Representative in the upper school throughout the School year. Suggest potential names to the Nominating Committee for their consideration for various AAPA Board positions for the next year.**
9. **Establish communication, via phone or e-mail chain, between the Albany Academies, AAPA and the home to be used for both emergencies and to relay important information to the parents.**
10. **Communicate monthly with the Head of the Upper School and report on events of current interest to AAPA Board at monthly meetings.**
11. **Assist Head of Upper School with special events as needed.**
12. **Contact new parents (before school starts, if possible) to welcome them to the Academies and answer any questions they may have. Ask the Admissions Office for the names of the new families and pass them along to the appropriate Class Captains for them to also follow up with these families as well.**
13. **Responsible for reminding the Form V Class Captain to recruit other Grade Representatives or other Form V parents for organizing and serving at Form VI Graduation.**
14. **Assist, as needed, the Senior Class Representative of the AAPA and Form VI President-West Campus, and Senior Class President-East campus, with any class fundraising efforts for the Senior Gift to the School presented at graduation.**