

Duties of the Vice President (Revised 2008)

1. **Preside, in absence of the AAPA President, at all meetings of the General Membership, Board of Directors, the Executive Committee of The Albany Academies Parents Association (AAPA). This is a voting position on the AAPA Board.**
2. **Render assistance to the President in the supervision of ongoing committees or special events.**
3. **The Vice President shall succeed to the office of the President for the next consecutive term provided he/she is willing and able to serve.**
4. **The Vice President is the Chair of the Constitution and Bylaws Committee, which the President appoints whenever necessary. The Vice President is a member of the Executive Committee and is Chair of the Program Committee.**
5. **Responsible for assisting the Nominating Chair with changes to the AAPA Guidebook for Job Descriptions.**
6. **Attend monthly meetings of The Albany Academies Parents Association Board. Accompany the AAPA President to meetings held with the Head of School.**
7. **Responsible for choosing programs for the Annual Meeting and any programs for regular meetings when requested by the President.**
8. **Keep a file of all materials pertinent to the office and bring complete, updated file to the May Board Meeting (All Committee Chairs shall turn Working Files 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.**
9. **Responsible for sending copies of all correspondence to the President and any other Chairs deemed necessary.**
10. **Responsible for keeping an accurate account of expenses and submit vouchers, with the receipts attached, to the treasurer.**
11. **Assist the Communications Liaison, as needed, to prepare handouts to be given to all parents at the receptions, School Open Houses and Parent nights. This should include: The AAPA Brochure, a list of AAPA Board of Directors, committee chairs and Grade Representatives including their contact information, voluntary dues forms and a description of the gifts and monies given to the school during the preceding academic year. Assist the Social Committee Chair to coordinate with the School regarding refreshments and invitations for these events.**
12. **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.**
13. **Assist, as necessary, the Life Member Chair with any planned activities for this group.**
14. **Responsible for ordering a gift for the outgoing President (to be given at the Annual Meeting).**
15. **Maintain a permanent-Working File of the job descriptions and all information pertinent to each AAPA Committee and/or Executive position.**

In March, check with each Chair for any changes that need to be made in the AAPA guidelines for Board of Directors or committees.

In May, collect working files from all committee and Executive Board members and be sure they have included an updated copy of their notes, original copies of notes and a year end report to go in permanent file, copies of all year end reports from all AAPA committees should be given to the Albany Academies Archives.

Provide each incoming board member with a Working File prior to or at the September AAPA Board meeting. The Working File should include all updated notes, from the previous year and a description of their duties (as listed in the AAPA Guides for the Board of Directors.)

- 16. Prepare meeting folders for the first meeting of the AAPA Board in September. This file should include: List of officers and their phone numbers and e-mail addresses, copy of tax exempt form, Treasurer Reimbursement form, Bylaws of the AAPA and a copy of their particular position from the Guidelines for Job descriptions of AAPA Board Members, and any other miscellaneous information needed by each member (disks, notes etc.).**