

# GBN Choir & Theatre Patrons Organization

## Board Position Report

2016-2017 School Year

Nancy Frese

Board Position or Committee Name: [President](#)

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Your position – describe the duties of your job and when each should be done (what month). The amount of time dedicated to position and skills needed. If you are very busy during one time period and not others, please specify (for example, Membership is busiest at the start of the school year):

The president's duties are to chair monthly general meetings and all board meetings. Before the meetings the president touches base with all board and committee positions and prepares the agenda. After the meetings the president reviews the secretary's minutes.

The president is responsible for overseeing the process of yearly goal setting, helps with creating a balanced budget, and passing and reviewing committee work plans. She also needs to make sure the board and committee chairs have the information they need to do their jobs. The president oversees the filing of all documents to remain compliant with the laws governing a 501(c)(3) organization. The president oversees selection of a nominating committee for new board and committee members and an auditing committee to review the budget and expenses every year.

The president needs to have a working partnership with the GBN staff so CTPO can be aware of the help needed for the choir and theatre programs. Over the summer, the president will work with Mr. Davidson to set the meeting calendar for the year, make sure CTPO information is included in back to school packets and help with membership. The president also needs to sign and review the contracts for the choir and theatre banquets and sign bank forms for financial accounts. At the fall concert and the choir banquet the president will give some short remarks.

The president will attend various program chair committee meetings and will work with the scholarship committee to prepare and review scholarship applications. He or she will order and deliver senior flowers to the CPA for the spring concert. The president presents the CTPO scholarship awards to winners at senior awards assembly. He or she will ensure that board officers and committee chairs update their own job descriptions and complete year-end reports. At the start of the year, the president will disperse reports to new board and committee members.

The job of the president is a yearlong commitment. The beginning of the school year is the busiest time, but there is a steady flow of work to complete.

Please provide comments or suggestions to make this job run smoothly: The president needs to be organized and familiar with the goals and work of the organization. He or she must work well with people, have a good working relationship with the members of the board, and be open to hearing differing opinions. The president should be a good communicator and care about the mission of the organization.

If you oversee a committee, how many committee members helped you this year? The president oversees all committees and is an ex officio member of all except the nominating and audit committees.

Do you think this was the right number? Explain why more or fewer might be needed in the future: N/A

What was the budget for your committee? Was this amount too much / not enough / just right? Explain: The president oversees the entire budget. The only things purchased by the president in 2016-2017 were food for the beginning of the year theatre barbeque and some business cards for the organization.

What is your RECOMMENDED budget for next year?

Did you regularly need to purchase items for your committee? Please list here: [No. The president and vice president purchase the food for the beginning of the year theatre barbeque.](#)

Please provide a list of contacts for your committee including contact names, phone numbers and e-mail addresses if you have them.

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Please email a copy of this report to [carolcurrie@bjorkgroup.com](mailto:carolcurrie@bjorkgroup.com) and [Nfrese2192@aol.com](mailto:Nfrese2192@aol.com).

Thank you!