

GBN Parents' Association

Board Position Report 2016-2017 School Year

Board Position: Grad Night Liaison

Chair Name: Debbie Jutzi

Phone:

E-mail: dandeb94@comcast.net

Your position – describe the duties of your job and when each should be done (what month). 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 Grad Night Liaison is a member of the GBN Grad Night committee. The responsibilities include attending the Grad Night meetings and update the Parents' Association with the activities of the committee including meeting dates, volunteer opportunities, and details of how parents can be involved with Grad Night.

Please provide comments or suggestions to make this job run smoothly:

Ideally, the Grad Night Liaison will also be on the Grad Night Committee in some capacity. As it turns out, Debbie is in charge of the entire Grad Night celebration for the 2017 graduates, which makes her extremely knowledgeable and able to give the PA very thorough updates on the progress that the Grad Night committee is making.

If you oversee a committee, how many committee members helped you this year?

Grad Night has its own committee with dozens of volunteers.

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

More is always better, particularly for the Grad Night decorations and set up. There are also dozens of parent volunteers needed for the night of the event.

What was the budget for your committee? Was this amount too much / not enough / just right? Explain:

P.A. donates \$1,000 to the cost of Grad Night.

What is your RECOMMENDED budget for next year?

\$1,000

Did you regularly need to purchase items for your committee?
Please list here:

There is not a P.A. expense for Grad Night, other than the \$1,000 donation. Grad Night has its own budget.

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

Please email a copy of this report to carolcurrie@bjorkgroup.com.

Thank you!