

GBN Parents' Association

Board Position Report

2016-2017 School Year

Board Position: **Chairman**

Chair Name: **Carol Currie**

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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 chairman job is year-round with a surge of activity at the end of summer to help with membership. The chairman stays in touch with Dr. Finan's office (Robin Pehlke) to make sure that deadlines are met for the summer mailing. If we continue to produce it, the school (wall) calendar requires a lot of attention in the late spring and early summer. During the school year, the chairman works with Dr. Finan to line up presenters for the P.A. meetings and on other projects such as the EKG testing, baking for Community Week and various other things that come up.

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

The best way to make this job run smoothly is to just constantly think about the next thing that is coming up. There is always something.

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

The chairperson oversees all of the committees, really. There is nothing in the bylaws that prevents the chairman from being on the nominating committee but it might be a good idea to change that.

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

I would encourage increased communication from the committee heads to the P.A. Chairman. It seems that a lot runs on auto pilot and I did find myself surprised, particularly in my first year, that committees had moved forward with things that I was not aware of. In my second year, I did a better job of staying connected on the front end to avoid surprises.

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

The chairman has a few items earmarked in the budget. For example, there is money budgeted for the chairman to attend the retirement event at the end of the school year. The budgeted amount is just fine.

What is your RECOMMENDED budget for next year?

Same as this year.

Did you regularly need to purchase items for your committee?

Please list here:

There were no regular expenses outside of budgeted items.

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

Main contacts were Dr. Finan and Robin Pehlke at GBN. Dr. Tarjan was also a contact regarding the Distinguished Teacher and Spartan Spirit awards.

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

Thank you!