

GBN Choir & Theatre Patrons Organization

Board Position Report

2016-2017 School Year

Board Position or Committee Name: **Secretary**

Phone: **847-612-1780**

E-mail: **bschoen105@aol.com**

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):

I take minutes at every general and board meeting, type them up, email them to the president for review, make any necessary changes and send them to Carol Currie for posting on the website. I keep track of attendance at the meetings. I make the name cards for the meetings. The beginning of the year is the busiest time.

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

Mainly, the Secretary needs to be able to take notes and put them into an understandable format for the posted minutes.

If you oversee a committee, how many committee members helped you this year? **N/A**

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: **I had no budget**

What is your RECOMMENDED budget for next year? **N/A**

Did you regularly need to purchase items for your committee? Please list here: **The only thing I needed to purchase was paper for the name cards.**

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

Please email a copy of this report to carolcurrie@bjorkgroup.com and Nfrese2192@aol.com.

Thank you!