

GBN Choir & Theatre Patrons Organization

Board Position Report

2016-2017 School Year

Vice 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 role of the Vice President is to assist with the following committees: Membership and Volunteer Development, Theatre Banquet, Choir Banquet, Show Meals, Concessions, Chaperones and Historian. The VP is the liaison between these committees and the BOD .

At the beginning of the school year the VP makes sure all work plans are submitted and approved by the BOD. Membership is an evolving committee with membership drives and meetings throughout the school year. Show Meals, Concessions and Chaperones are driven by the show schedules and those unique needs. Theater and Choir Banquet are end of year events.

The VP should check in with committees to make sure they have enough volunteers for each event and assist by physically being at as many events as possible to help with Show Meals, Concessions and Chaperones.

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

A close working relationship with the president to help navigate the separate responsibilities. Good communication with committee heads to navigate the flow of information between the committees and BOD.

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: n/a

What is your RECOMMENDED budget for next year? n/a

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

A pet project I brought to the board was framing current show posters. Fund a Frame was created. For a \$100 donation the show poster would be framed with a nameplate acknowledging the donor. The donor's tended to be CTPO members whose kids have been in the shows. We recently expanded allowing past framed show posters to be included.

There are 3 shows each year. I purchased 3 18x24 frames from The Picture Frame Company

I purchased 3 engraved name plates from The Image Specialities of Glenview

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

The Picture Frame Company Gretchen 888-292-3232
www.salinepictureframe.com

Image Specialities of Glenview 1470 Paddock Drive Northbrook Mark
847 729-4830 email : sales@myawardpros.com

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

Thank you!