



## **New Trier Fine Arts Association Board Positions 2016-17**

**President:** Works with executive board to provide student financial support (in the form of grants, financial assistance and support, and summer scholarships) and hands-on support for Fine Arts departments. Works with executive board to update By-laws in odd years. Approves budget, and all publicity and fundraising materials.

- **Post High School Counseling:** hosts 1-2 parent info sessions about continuing with arts in college. Publicizes data collected from graduating seniors and recent grads about their college choices and arts experiences.

**Vice President:** Mentors liaisons, creates social opportunities for board members to get together and learn from one another (quarterly): could be a coffee, cocktail party, movie, FAN speaker, etc. Assembles and records board liaison policies.

**Liaison:** Serves as information-sharing liaison between Fine Arts board and department chairs, sharing Fine Arts opportunities (receptions, student financial aid & support, summer scholarships) and bringing the board information about the departments: plans for year, departmental philosophy, areas they'd like board to help. Help host your departmental receptions.

- art liaison
- band liaison
- choral liaison
- dance liaison
- jazz liaison
- orchestra liaison
- theater liaison
- speech & debate liaison
- multimedia liaison

**Treasurer:** Prepares annual budget (with president), monthly financial statements for board, and assembles and records board financial policies.

- **Assistant treasurer:** sends out thank you letters and tax forms to donors. Works closely with the Treasurer to send out thank you letters and tax forms to donors in a timely manner. Creates donor lists for publication in program books and website. Reviews monthly bank reconciliation.

**Secretary:** Keep executive board and general board meeting minutes. Collect and keep track of board list. Make meeting room arrangements. Send board meeting reminders to board members.

**Fundraising:** Creates, maintains and reports on Annual Appeal and other fundraising campaigns. Assembles and records board fundraising policies.

- **assistant fundraising:** magnets & yard signs

- **assistant fundraising:** spreadsheets: updates, maintains and analyzes donor list. Coordinates targeted donation requests.

- **assistant fundraising:** program books: creates three to four program book jackets containing donor lists and NTFAA marketing info.

**Publicity:** Publicizes work of Fine Arts Association, including its annual grants and visiting artists and other funded projects; prepares annual report for donors (all NT parents?); sends out publicity to local media in cooperation with NT Communications director. Assembles and records board publicity policies.

- **assistant publicity:** maintains NTFAA web page on NT website (monthly updates); uploads and maintains board documents on NTFAA web page.
- **assistant publicity:** media/news releases: works with liaisons to collect information and write press releases about visiting artists, projects and other NTFAA grants.
- **assistant publicity:** Writes articles for Parents' Press

**Hospitality:** Creates spreadsheet of all receptions hosted by Fine Arts board, gets receptions onto NT master calendar, works with Aramark to adjust numbers of students and refreshments provided, assigns hospitality co-chairs to welcome guests at various receptions. Provide teacher appreciation twice a year. Work with department chairs, on an as-needed basis, to provide help for serving pizza, cookies, etc., at various Fine Arts events.

- **assistant hospitality:** host 4 receptions; volunteer to help with other events on an as-needed basis
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