

Please complete, place in your committee manual and give to your liaison by the May meeting.

CAMEO QUILTERS GUILD COMMITTEE ASSESSMENT REPORT

The purpose of this form is to report how well the operating committees within the guild are functioning and to help determine if any changes need to be made. Each committee chair needs to obtain ideas from their committee members and then fill out this form. Return the completed form with your committee manual to your liaison at the may meeting.

Date _____ / _____ /20_____

Committee Name _____

Committee Chair _____

Liaison to Executive Board _____

In terms of the functions of the committee, as identified in the committee manual, what has the committee accomplished this year?

What changes have been made, if any?

What remains to be done by the committee?

What recommendations do you have for the coming year?

PLEASE NOTE: The committee manual that you received must be turned in no later than the May guild meeting. This would be a good time to review the guidelines for your committee as presented in your manual. The guidelines were suggestions as to how and when to carry out the committee's functions. If you and your committee recognize that the guidelines need to be amended for improvement in any way, please list all the changes your committee would like to make. (Please use the back of this sheet.)