

Please complete and give *two* copies to president at the June meeting. Thanks, your CAMEO President.

CAMEO QUILTERS GUILD OFFICE ASSESSMENT REPORT

The purpose of this form is to report on how well the guild offices are operating in order to determine if any changes need to be made. This provides valuable input to the next person who will hold the office and to the president. Each officer needs to fill out this form and return it with the officer's manual to the June general meeting.

Date: _____ / _____ /20 _____

Office: _____

In terms of the functions of the office as identified in the officer's manual, what has the officer and board accomplished this year?

What recommendations do you have for the coming year?

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