

T.A.Q.G. President Questionnaire 2017

Guild: _____ President: _____
TAQG Rep: _____ Best Email: _____

1. Is there a term limit? What? _____ Are Co-Presidents allowed? Yes _____ No _____
How is the President selected? _____
Is there a "grooming" process to move people up through the ranks and prepare them for new positions?
Describe: _____

2. What records do you keep that you pass to the next President? (Timeline for Committee actions, etc.)

How are policies/procedures passed on to the next year's Leadership and Board members?

Do you require incoming board members to read Guild Bylaws relating to their positions?
Yes _____ No _____
Do all officers/chairmen report directly to the President? Yes _____ No _____ Explain: _____

3. Is there a provision in your Bylaws or Rules to ensure project continuity from one Board to the next? Do you have a joint Board meeting of incoming and outgoing Board members?

How far in the future does your Guild plan? _____

4. Do you have someone to help maintain orderly meetings? (Parliamentarian, etc.) Yes _____ No _____
Do you have any suggestions to control disruptive talking during meetings?

5. As President, do you approve all PR that is sent out regarding your guild? Yes _____ No _____
Are you the official spokesperson for your guild? Yes _____ No _____ Explain: _____
Does the President have final approval before the newsletter is distributed? Yes _____ No _____

6. How familiar are you with the IRS Non-profit Regulations and other legalities? Very _____ Not _____
Somewhat _____ Is it the President's responsibility, or someone else's?

How closely do you watch the financial reports and procedures? Very _____ Not _____ Other _____
Who signs contracts dealing with guild business? _____

7. How do you delegate assignments to others? _____
How do you monitor progress? _____
What do you consider your biggest challenge as President? _____
What do you look forward to most as President? _____
How will you define your term as successful? _____
What advice would you give to someone considering your job?

9. Other issues you would like to discuss during President's secondary meeting?

Feel free to add another page with your answers or questions.