

# T.A.Q.G. Secretary Questionnaire 2017

TAQG Rep: \_\_\_\_\_ Best Email: \_\_\_\_\_

Guild: \_\_\_\_\_ Secretary: \_\_\_\_\_

1. How long is Secretary's term of office? \_\_\_\_\_ Term Limit? \_\_\_\_\_  
How do you take minutes? Handwritten? \_\_\_\_\_ Laptop? \_\_\_\_\_ Recorder \_\_\_\_\_ or

How detailed do your notes need to be?  
\_\_\_\_\_

Does someone else proofread or approve the minutes?  
\_\_\_\_\_

2. How long are the guild minutes kept? How? Where?  
\_\_\_\_\_

Do your duties include minutes of the Executive Board Meetings? Yes \_\_\_\_\_ No \_\_\_\_\_  
Of major Committee Meetings? (Quilt Show Committee, etc.) Yes \_\_\_\_\_ No \_\_\_\_\_

3. How are your minutes distributed to the guild? Website? \_\_\_\_\_ E-mail? \_\_\_\_\_ Mail? \_\_\_\_\_  
Not distributed? \_\_\_\_\_ How soon after meeting do they go out? \_\_\_\_\_

Do you have hardcopies available at the next meeting? Yes \_\_\_\_\_ No \_\_\_\_\_

Are previous month's minutes read aloud at the next meeting? Yes \_\_\_\_\_ No \_\_\_\_\_

Are minutes approved in some way by vote of the membership? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_

4. As secretary, are you in charge of all correspondence for your guild?  
\_\_\_\_\_

How often do you report to the board and to the membership?  
\_\_\_\_\_

What do you see as the hardest part of your job?  
\_\_\_\_\_

What advice would you give to someone considering your job?  
\_\_\_\_\_

5. What other issues would you like to discuss during the secondary meeting  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Feel free to add another page for your answers or questions.**