

MEETINGS MATTER



Pre-Meeting Activity

15-20 Minutes

- Allows time for advisors to meet with officers
- Creates a welcoming environment
- Members get to know one another
- Engages everyone
- Reduces chaos

GROUP BUILDING

- Prepared & led by recreation officer
- Fun and interactive
- Includes everyone (even parents!)
- Add a snack for social time

15-20 Minutes

Recreation

Business Meeting

15-20 Minutes

- Well planned prior to meeting
- Utilizes parliamentary procedure
- Follows an agenda
- Led by club officers
- Stays on topic
- Send prolonged discussion to committee for recommendations

GROUP DECISIONS

- Guest Speaker
- Demonstrations
- Field Trips/Tours
- Community Service
- Project Work
- Video

40-60 Minutes

Education

4-H Club Meetings

PROGRAMS ACTIVITIES



CHECKLIST FOR EFFECTIVE 4-H CLUB MEETINGS

- Advisors and officers communicate meeting plans and prepare an agenda prior to the meeting.**
- Every meeting contains Group Building, Group Decisions, and Programs/Activities.**
- Pre-meeting activity takes place prior to the scheduled time of the meeting and offers participants the opportunity to interact and feel welcome.**
- President calls the business meeting to order on time, sticks to the agenda, keeps discussion flowing, and adjourns on time.**
- The club uses proper parliamentary procedure.**
- New members and guests are introduced and made to feel welcome.**
- Club advisors avoid doing the majority of the talking and provide an atmosphere of youth empowerment.**
- Officers avoid doing all of the talking.**
- Members, advisors, and parents treat one another with respect.**
- Discussion is kept positive and the president and advisors effectively stop negativity.**
- All or most of the members have an opportunity to talk during the meeting.**
- Announcements are short, to the point, loud enough for everyone to understand, and shared in a handout to take home.**
- There is an opportunity for everyone to get to know each other.**
- Programming offers a variety that provides something for everyone throughout the year.**
- Members, leaders, and parents feel that they can voice their opinion without being judged.**
- Group building activities and refreshments appropriate for the meeting space and membership.**
- A variety of educational and fellowship opportunities are offered.**
- It's FUN so members want to come back!**

