MEETINGS MATTER

< 2:00

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

40-60 Minutes
- Guest Speaker
- Demonstrations
- Field Trips/Tours
- Community Service
- Project Work
- Video

PROGRAMS ACTIVITIES

Education

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Ohio State University
College of Food, Agricultural, and Environmental Sciences

franklin.osu.edu

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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!

Adapted from "Points to Look for in a Good 4-H Meeting," Program Planning, Step 6, http://web.extension.illinois.edu/4hc/