Meeting Tips

• A 4-H meeting provides children and youth the opportunity to:
  o Learn decision making
  o Take part in discussions
  o Learn new ideas and methods
  o Make new friends

• Most meetings should be built around:
  o Business
  o Educations
  o Recreation

• A typical agenda might include:
  o Call to order
  o American and 4-H Pledges
  o Roll Call
  o Minutes of previous meeting
  o Committee reports
  o Old business
  o New business
  o Program (project instruction)
  o Recreation
  o Adjournment

• Rules of courtesy take place of strict parliamentary procedure. Therefore:
  o Everyone is allowed to express him/herself
  o Only one person speaks at a time
  o Everyone’s opinion is considered
  o The majority’s wishes are accepted by the whole
  o Consideration is made for the feelings of others

• Educational and service programs ideas for a meeting:
  o Health
  o Safety
  o Citizenship
  o Tours
  o Community service
  o Judging
  o Demonstration

• Recreational ideas for a meeting:
  o Small group games
  o Family activities (picnic, pot luck)
  o Other suggestions from members — holiday theme

• Possible officer positions:
  o President
  o Vice-president
  o Secretary
  o Treasurer
  o Reporter
  o Recreation chairperson

• Tips to make a meeting run more smoothly:
  o Pre-planned agenda
  o Casual seating arrangement
  o Good lighting and ventilation
  o Start and end on time
  o Committee assigned responsibilities
  o Variety

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