

Meeting Tips



- A 4-H meeting provides children and youth the opportunity to:
 - Learn decision making
 - o Take part in discussions
 - o Learn new ideas and methods
 - Make new friends
- Most meetings should be built around:
 - o Business
 - Educations
 - Recreation
- A typical agenda might include:
 - Call to order
 - American and 4-H Pledges
 - o Roll Call
 - Minutes of previous meeting
 - Committee reports

- Old business
- New business
- Program (project instruction)
- o Recreation
- o Adjournment
- Rules of courtesy take place of strict parliamentary procedure. Therefore:
 - Everyone is allowed to express him/herself
 - o Only one person speaks at a time
 - Everyone's opinion is considered
 - The majority's wishes are accepted by the whole
 - Consideration is made for the feelings of others
- Educational and service programs ideas for a meeting:
 - Health
 Community service
 - SafetyJudging
 - o Citizenship o Demonstration
 - o Tours
- Recreational ideas for a meeting:
 - Small group games
 - Family activities (picnic, pot luck)
 - Other suggestions from members holiday theme
- Possible officer positions:

PresidentVice-presidentReporter

Secretary
 Recreation chairperson

Tips to make a meeting run more smoothly:

Pre-planned agenda
 Start and end on time

Casual seating arrangement
 Committee assigned responsibilities

Good lighting and ventilation
 Variety