Meeting Tips





- A 4-H meeting provides children and youth the opportunity to:
 - o Learn decision making
 - 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:
 - \circ Call to order
 - American and 4-H Pledges
 - o Roll Call
 - Minutes of previous meeting
 - o Committee reports

- o Old business
- o New business
- 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
 - Consideration is made for the feelings of others
- Educational and service programs ideas for a meeting:
 - o Health
 - o Safety
 - o Citizenship
 - o **Tours**
- Recreational ideas for a meeting:
 - Small group games
 - Family activities (picnic, pot luck)
 - o Other suggestions from members holiday theme
- Possible officer positions:
 - o President
 - o Vice-president
 - o Secretary
- Tips to make a meeting run more smoothly:
 - Pre-planned agenda
 - Casual seating arrangement
 - o Good lighting and ventilation

- o Community service
- o Judging
- o Demonstration

- o Treasurer
- o Reporter
- o Recreation chairperson
- o Start and end on time
- o Committee assigned responsibilities
- o Variety