



# Meeting Tips



- A 4-H meeting provides children and youth the opportunity to:
  - Learn decision making
  - Take part in discussions
  - Learn new ideas and methods
  - Make new friends
- Most meetings should be built around:
  - Business
  - Educations
  - Recreation
- A typical agenda might include:
  - Call to order
  - American and 4-H Pledges
  - Roll Call
  - Minutes of previous meeting
  - Committee reports
  - Old business
  - New business
  - Program (project instruction)
  - Recreation
  - Adjournment
- Rules of courtesy take place of strict parliamentary procedure. Therefore:
  - Everyone is allowed to express him/herself
  - 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
  - Safety
  - Citizenship
  - Tours
  - Community service
  - Judging
  - Demonstration
- Recreational ideas for a meeting:
  - Small group games
  - Family activities (picnic, pot luck)
  - Other suggestions from members — holiday theme
- Possible officer positions:
  - President
  - Vice-president
  - Secretary
  - Treasurer
  - Reporter
  - Recreation chairperson
- Tips to make a meeting run more smoothly:
  - Pre-planned agenda
  - Casual seating arrangement
  - Good lighting and ventilation
  - Start and end on time
  - Committee assigned responsibilities
  - Variety