



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