

# CHECKLIST FOR EFFECTIVE 4-H CLUB MEETINGS

- Advisors and officers communicate meeting plans and prepare an agenda prior to the meeting.
- Every meeting contains Group Building, Group Decisions, and Programs/Activities.
- Pre-meeting activity takes place prior to the scheduled time of the meeting and offers participants the opportunity to interact and feel welcome.
- President calls the business meeting to order on time, sticks to the agenda, keeps discussion flowing, and adjourns on time.
- The club uses proper parliamentary procedure.
- New members and guests are introduced and made to feel welcome.
- Club advisors avoid doing the majority of the talking and provide an atmosphere of youth empowerment.
- Officers avoid doing all of the talking.
- Members, advisors, and parents treat one another with respect.
- Discussion is kept positive and the president and advisors effectively stop negativity.
- All or most of the members have an opportunity to talk during the meeting.
- Announcements are short, to the point, loud enough for everyone to understand, and shared in a handout to take home.
- There is an opportunity for everyone to get to know each other.
- Programming offers a variety that provides something for everyone throughout the year.
- Members, leaders, and parents feel that they can voice their opinion without being judged.
- Group building activities and refreshments appropriate for the meeting space and membership.
- A variety of educational and fellowship opportunities are offered.
- It's FUN so members want to come back!

