

Points to Look for in a Good 4-H Meeting



Effective 4-H club meetings are one of the ways you can have a significant impact on the members of your club. A successful 4-H club is one that meets regularly and has meetings that are both educational and fun. The most effective 4-H meetings are those that have a balance between educational programs such as presentations and special activities (40 to 60 minutes), business meetings (15 to 20 minutes) and recreation or social time (15 to 20

minutes). Not every meeting needs to contain all three parts or fit within the suggested time frame. Involving young people in planning and conducting meetings is an important part of both successful 4-H clubs and positive youth development.

Use the following checklist to evaluate your 4-H club meetings. Work toward being able to answer “yes” to all of the questions. The ones you answer with a “no” are the areas you will want to work on improving.

Answer yes or no to these questions to help evaluate the effectiveness of your 4-H club meetings.

| | YES | NO |
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| Do all of the officers and leaders check meeting plans with one another beforehand? | | |
| Does the president call the meeting to order on time, keep moving down the agenda and close the meeting on time? | | |
| Do all officers use correct parliamentary procedure, when appropriate? | | |
| Is the business part of the meeting short and concise? | | |
| Are guests introduced and made to feel at home? | | |
| Is there an educational program in addition to the business meeting and recreation time? | | |
| Does the meeting have variety? | | |
| Is the educational program of interest to everyone? | | |
| Is there an opportunity for members to get to know each other? | | |
| Are all announcements short and to the point? | | |
| Do officers avoid doing all the talking? | | |
| Do volunteer leaders avoid doing all the talking? | | |
| Do all or most of the members have an opportunity to talk at least four times during the meeting? | | |
| Is the recreation suitable to the meeting place and the group? | | |
| Do members, officers and leaders treat each other in a courteous and respectful manner? | | |
| Are volunteer leaders given a chance to voice their opinion? | | |
| Are all members given a chance to voice their opinions without feeling judged or ridiculed? | | |
| Is there fun, learning and fellowship at the meeting? | | |