

Points to Look for in a 4-H Meeting

This sheet can be used to evaluate your meetings.

You may answer "Yes" to most of the questions.

The ones you answer with a "No" are areas you might want to work on to improve your club.



- _____ 1. Before the meeting, do the officers and leaders check meeting plans with one another?
- _____ 2. Does the president call the meeting to order on time, keep the meetings moving and close on time?
- _____ 3. Do all officers use parliamentary procedure when appropriate?
- _____ 4. Is the business part of the meeting short and snappy?
- _____ 5. Are guests introduced and made to feel welcome?
- _____ 6. Does the club have an educational program or club study program in addition to the business meeting and recreation?
- _____ 7. Does the meeting have variety?
- _____ 8. Is the educational program or club study of interest to everyone?
- _____ 9. Does the meeting provide an opportunity for members to get to know each other?
- _____ 10. Are all announcements short and to the point?
- _____ 11. Do officers avoid doing all the talking?
- _____ 12. Do leaders avoid doing all the talking?
- _____ 13. Do all or most of the members have an opportunity to talk during the meeting?
- _____ 14. Is the recreation suitable to the meeting place and group?
- _____ 15. Is common courtesy shown between officers and members?
- _____ 16. Are leaders given a chance to voice their opinions?
- _____ 17. Are members given a chance to voice their opinions without feeling judged?
- _____ 18. Does the meeting have fun, learning and fellowship?
- _____ 19. Is the room large enough for everyone to be seated comfortably?
- _____ 20. Do the lighting and ventilation help provide a positive atmosphere?