



HOW DOES OUR MEETING MEASURE UP?

Life Skills we learn in a 4-H meeting.

Cooperation— to work or act together for a common purpose or mutual benefit.

Contributions to Group Efforts— to give or supply along with others for a common purpose.

Managing Feelings — expressing one’s feelings appropriately and in proportion to circumstance.

Critical Thinking— strategies for analyzing, comparing, reasoning, and reflecting focused on deciding what to believe or do; discovering meaning; building connections with past learning.

Resources:

- 4H.VOL.301 4-H Club President Planning Guide
- 4H.VOL.302 4-H Secretary’s Book
- 4H.VOL.303 OK 4-H Treasurer’s Book

Officer Responsibilities

Officers are elected to serve the club. The team of officers will work with adult volunteers and club members to plan and carry out meetings that are interesting, fun and worthwhile for all members.

As an officer you must:

- Be dependable.
- Plan the program beforehand.
- Start and close the meeting on time.
- Avoid too much talk/discussion. This do not mean limiting important discussion.

Good club meetings do not just happen. They are the result of planning by the officers and club leader(s).

The club must be a priority for the officers, committees and membership. Everyone has responsibility in the success of the club.

Give each question some thought...

- Why do you enjoy some meetings?
- Tolerate others?
- Refuse to attend others?

Keeping the answer(s) in mind, how can your team of officers mirror or avoid these reasons.

Using the table below, see how your club measures up to the questions asked.

As a team, develop a plan to achieve a “yes” to each question.

In our club....		
Yes	No	
		Members are excited and proud to be a 4-H member?
		People feel welcome and included?
		Programs are fun, interesting and involve the members in topics of interest?
		Meeting are planned, agenda is written and followed?
		Meetings are held a time and location good for the membership and their families?
		Officers know their job and follow through without being reminded?
		Business meetings are orderly, involve members and decisions are made?
		Questions are answered and explanations are given?
		Recreation/snacks are part of the monthly meeting?
		Recreation is well planned, organized and fun?



Parli-Pro 101
Club Assessment



Are the chairs filled and the members charged up about being at the monthly meeting?



What is Parliamentary Procedure?

It is a set of rules for conducting a meeting that allows everyone to be heard and operates under four basic principles:

- *Justice and courtesy for all.*
- *One thing at a time.*
- *The rule of the majority.*
- *The rights of the minority.*

Mississippi State Cooperative Extension, 2010, <http://srpln.msstate.edu/seal/03curriculum/organizing/pp/lesson.htm>

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Excel	Meet standard	Need Improvement	
			New members/families are introduced and welcomed. Thoughts...
			The club uses agenda – members and officers have the agenda prior to the meeting. Thoughts...
			Officers were prepared for the meeting. The meeting started on time and ended when planned. Thoughts...
			Officers are able to conduct business— motions, discussion and reports. Thoughts...
			Officers were respectful of the members. Thoughts...
			Minutes were presented and approved. Thoughts...
			Committees were used to plan and conduct business of the club.. Thoughts...
			Committee reports were presented. Thoughts...
			Members are actively engaged in the business of the club. Thoughts...
			Members were able to make a motion, discuss and call the question. Thoughts...
Total each column below.			USE THE COLUMN TOTALS TO HELP PLAN FOR FUTURE MEETINGS.