

Club Agenda Worksheet

As the president, it is your job to keep the meetings running smoothly. This will help members to stay interested, and you will get more accomplished. Use this guide to stay on track. If you are going to be absent, be sure to get a copy of this form to the vice president or leader.

4-H Meeting for _____, on _____
(club name) (date)

President calls meeting to order (two gavel taps)

Pledge of Allegiance by _____

4-H Pledge by _____

Song _____ by _____

Secretary takes roll call

President introduces guests and new members

Officer Reports:

- Secretary reads minutes of last meeting
- Secretary reads correspondence
- Treasurer gives report (income, approval for payments, present bills, balance)
- Other officers, leaders

Committee Reports

- _____ by: _____
- _____ by: _____

Unfinished Business

- _____
- _____

New Business

- _____
- _____
- _____
- _____

Announcements (county dates and reminders, upcoming activity reminders)

- _____
- _____
- _____

Adjournment: The formal part of the club meeting should be adjourned before the other activities such as committee work, a program, or recreation begin.

Program: _____ by: _____

Recreation led by: _____

Refreshments (list families responsible): _____