Club Meeting Check List

1. All meetings are well planned  
   Great: ___  Ok: ___  Could Improve: ___

2. Each officer does his/her job well  
   A. President uses an agenda  
   B. Secretary has minutes prepared  
   C. Treasurer has report prepared  
   Great: ___  Ok: ___  Could Improve: ___

3. Business part of the meeting is short and snappy  
   Great: ___  Ok: ___  Could Improve: ___

4. All members take part in discussion  
   Great: ___  Ok: ___  Could Improve: ___

5. Meeting place is set up when members start arriving  
   Great: ___  Ok: ___  Could Improve: ___

6. Guests are introduced and made to feel welcome  
   Great: ___  Ok: ___  Could Improve: ___

7. Educational program is interesting  
   Great: ___  Ok: ___  Could Improve: ___

8. At least one presentation (project talk, demonstration, etc.) given at each meeting  
   Great: ___  Ok: ___  Could Improve: ___

9. Recreation is suitable to the meeting place and size of group  
   Great: ___  Ok: ___  Could Improve: ___

10. Officers avoid doing all the talking  
    Great: ___  Ok: ___  Could Improve: ___

11. Refreshments are served  
    Great: ___  Ok: ___  Could Improve: ___

12. There is fun, learning, and fellowship during the meeting  
    Great: ___  Ok: ___  Could Improve: ___