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
   _____  _____  _____

3. Business part of the meeting is short and snappy
   _____  _____  _____

4. All members take part in discussion
   _____  _____  _____

5. Meeting place is set up when members start arriving
   _____  _____  _____

6. Guests are introduced and made to feel welcome
   _____  _____  _____

7. Educational program is interesting
   _____  _____  _____

8. At least one presentation (project talk, demonstration, etc.) given at each meeting
   _____  _____  _____

9. Recreation is suitable to the meeting place and size of group
   _____  _____  _____

10. Officers avoid doing all the talking
    _____  _____  _____

11. Refreshments are served
    _____  _____  _____

12. There is fun, learning, and fellowship during the meeting
    _____  _____  _____

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