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?