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): __________________________________________________________