



4-H Club Meeting Check List

	Great	Ok	Could Improve
1. All meetings are well planned	_____	_____	_____
2. Each officer does his/her job well	_____	_____	_____
A. The President uses an agenda	_____	_____	_____
B. The Secretary has minutes prepared	_____	_____	_____
C. The 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 started arriving	_____	_____	_____
6. Guests are introduced and made to feel welcome	_____	_____	_____
7. Educational program is interesting	_____	_____	_____
8. At least one demonstration 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	_____	_____	_____