A WELL-PLANNED MEETING

A well-planned meeting consists of three main parts: business, program and recreation.

BUSINESS

Generally, the meeting follows this order of business:
* Call to order
* Pledges to the flags
* Group singing (if held)
* Roll call
* Reading and approval of minutes
* Reading of communications
* Reports of officers, executive committee, or leaders
* Reports of standing committees
* Reports of special committees
* Unfinished business (old business)
* Initiation or installation (if held)
* New business
* Announcements
* Adjournment

RESPONSIBILITIES OF ALL OFFICERS

The 4-H Club Officers working under the supervision of the leader perform many duties. Some important duties are the following:

* **SECURE** new members and organize the club or council
* **PLAN** the program for the year
* **ARRANGE** for a meeting place and for the proper care of it
* **CONDUCT** and take part in the meetings
* **KEEP** the club records and give them to the leaders or advisor as required
* **MAINTAIN** a good spirit and interest in the club or council
* **HELP** every 4-H'er find a place in the club or council and an opportunity to contribute
* **MAINTAIN** a good relationship with all individuals and groups
* **MAINTAIN** contact with the Extension Office
* **ATTEND** the 4-H officers' training session
WHEN YOU HAVE A GUEST SPEAKER

1. Meet the speaker at the door and extend a cordial welcome.

2. Know the following about the speaker:
   
   a.) The speaker's full name and how to pronounce it properly.
   
   b.) The title the speaker prefers to be introduced by.
   
   c.) The name of the speaker's topic.
   
   d.) The speaker's preference about having questions or discussion after the talk.

3. Introduce the speaker to some of the members and leaders who can discuss something about the 4-H Organization.

4. Discuss meeting plans, the time allowed for the talk, and when the speaker is to appear on the program.

5. Encourage members to be ready to start a discussion or ask questions after the talk.
1. My objectives or goals - tell things you want to do & to achieve (why you took this office!?)

2. Did I achieve my goals? How?

3. List your citizenship & community service experiences.

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4. List awards, trips, medals and other recognition received.

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5. List workshops and/or training sessions you attended or helped to arrange.

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6. Number of business meetings your club held during this year. _____

Number of meetings you were present for. _____
7. Your 4-H Project Story. On this sheet write a story.
   In your story include as many of the following as possible:
   * What 4-H work has meant to you
   * How you managed your project
   * What you have learned
   * What you can do to improve your project next year
   * What you did to "Make the Best Better"
   * About any other 4-H experiences
8. Photos. On a separate sheet include photos of you.