

# 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): \_\_\_\_\_