

## Sample Agenda for a Club Meeting

This is just a sample of a regular club meeting. Some clubs have been creative and shifted the parts around to make it a better experience for members. As long as it includes these basics, you should be all set. The president's responsibility is to conduct the business meeting. Parliamentary procedure is a way to conduct meetings. "The Meeting Will Come to Order" bulletin on parliamentary procedure and "The Club Officer Packet" is available at the MSU Extension Office to help you and your club members.

- Activity or ice breaker
- Call to Order
- Pledge of Allegiance and 4- H Pledge Roll Call
- Reading of Minutes
- Approval of Minutes
- Treasurer's Report
- Committee Reports
- Accepting Committee Reports
- Unfinished Business
- New Business
- Appointing Committees
- Adjourn
- Program or Activity
- Recreational or Social Time

Program ideas include:

- Project demonstrations done by members
- Project workshops where members can complete a project
- Guest speakers
- Community service projects

Recreational or social activities include:

- Just time to talk
- Games and activities
- Snacks
- Sports