



HOW TO...

Achieve Effective Club Meetings

Work with club officers on club meeting structure:

- ◆ Officers should be involved in planning club meetings and agendas.
- ◆ Meetings should have a balance of business, education and recreation.
- ◆ Business: members give reports and make decisions democratically.
- ◆ Education: members, leaders or resource people give presentations on projects or other relevant topics.
- ◆ Recreation: members practice social skills and have fun!

Engage all club members in active participation:

- ◆ Involve as many members as possible in planning and doing to give them a sense of ownership and belonging.
- ◆ All members should be involved in making decisions for the club.
- ◆ All members should have the opportunity to demonstrate what they've learned and share their achievements.
- ◆ Treat all members equally and insist everyone else do the same.

Encourage parents and other adults to participate:

- ◆ Meet with parents and other adults early in the club year to let them know their support is valued and necessary.
- ◆ Stay connected with parents by asking for their assistance, sending home newsletters and chatting with them about their interests.
- ◆ Adults should serve as advisors and should listen to the youth rather than promote their own ideas.
- ◆ If necessary, take individuals aside and remind them that 4-H is for the youth!

THE BOTTOM LINE

Club meetings are vehicles for teaching youth valuable life skills.

Club leaders need to insure that the club members are making the decisions.

Club meetings should be run by youth with guidance from adults.