

# Convening a Meeting of Stakeholders or the General Public

A meeting, town hall discussion, or other gathering is a highly recommended way to bring youth voices and adult stakeholders together to learn from each other and share perspectives. When young people in a community call a meeting, people often take notice because it doesn't happen as often as it should.

As you think about creating an event, consider who can play these roles (from the 4-H Engaging Youth, Serving Communities project)

- **Facilitator:** Guides the group & the process (see below for some tips on this critical role)
  - Is a neutral, positive process servant of the group
  - Supports everyone to do their best thinking
  - Encourages full and equal participation from every group member
  - Does not judge ideas or individuals
- **Recorder:** Captures key points in “group memory”
  - Is another neutral, non-defensive process servant of the group
  - Honors the words of the speaker
  - Records enough so that ideas can be understood later
  - Only contributes ideas of their own when requested from group
- **Group Member:** Focuses on meeting content (you need to recruit both youth and adults to serve in this role)
  - Actively engaged as a meeting participant
  - Shares comments, concerns & ideas
  - Listens to & considers ideas of others

- Ensures that all ideas are accurately recorded in group memory
- Keeps the group on task during discussion
- **Leader:** Accountable for final decisions & results (this should be a member of your leadership team, and it could be an adult or a youth or a youth/adult pair)
  - Actively participates as a full group member in meeting
  - Plans & convenes meeting working with group members and process team
  - Gives the group direction and assists in it setting goals and making plans
  - Ensures that tasks & responsibilities are accomplished
  - Gives the group credit, encouragement, & support
  - Represents the group at other meetings

National 4-H Council has created the [4-H Tech Changemakers event planning guide](#) to help you engage the media in your event.