

Ohio 4-H Clubs

advisors handbook

How Do You Plan and Conduct Meetings Members Want to Attend?

Your team's playing field is your club meeting. Just like there are great games on the sports field, club meetings can be a wonderful fun experience or a dry, boring and uneventful time for members. As the clubs coach, you determine the playing field by the way you structure and facilitate your meetings.

Follow these steps to fun, hands-on, active and "I want to be there" 4-H club meetings:

How would your players score your playing field - exciting or boring?

1. Involve your club officers, [junior leaders](#) and club advisors in [planning club meetings](#). Dynamic 4-H clubs have a great [yearly plan](#) filled with FUN and ACTIVITY!
2. Allow members to connect to the club... serve on [committees or as officers](#), [assist with fundraisers](#), plan [community service](#), make decisions, or [teach a skill](#).
3. Build 4-H club spirit by including [get-acquainted activities and team-building](#) activities, committee work and/or group projects in your meetings. Display the flags and recite the [American](#) and [4-H Pledge](#) at every meeting.
4. Let the officers run the meetings. Prepare [meeting agendas](#), [schedules and programs](#) with officers. Help guide and [train officers](#), so they can successfully carry out their duties.
5. Use [parliamentary procedure](#) to conduct effective, efficient and democratic meetings. Don't forget to start and end on time!
6. Set member [behavior expectations](#). Use your club meetings to teach respect, [sportsmanship](#) and good citizenship. Use [effective discipline](#) strategies to promote positive outcomes and use the problem-solving model to deal with [challenging member behaviors](#).
7. Plan [well-balanced meetings](#) that include:
 - o 15-20 minutes of [business](#)
 - o 30-45 minutes of [hands-on learning](#)
 - o 15 to 25 minutes of [recreation and social activities](#)
8. Share important information with the membership. Highlight upcoming event dates, deadlines and opportunities in the club and at the county and state level. Use your county 4-H newsletter, and county and [Ohio 4-H](#) websites to stay current. Create your own club newsletter or web site to communicate with club families and members.