

Meeting Management



Keeping a meeting on track and organized takes some planning. Communication is important as it keeps everyone informed as to what was decided and what the district council has planned.

Agenda

An agenda lets the members and leaders know what has been completed and what items still need to be discussed. It keeps discussion on track and prevents introduction of other items.

An agenda has a communication function:

- Maintains the organization by planning to meet the needs of all members
- Helps to maintain communication among members when it is circulated between meetings
- Helps everyone to understand what concerns are to be addressed and what action is to be taken on each
- The agenda allows members time to prepare to participate more effectively at the meeting.

A sample agenda:

1. Call to order
2. Pledge
3. Roll Call
4. Additions to the agenda
5. Minutes of the previous meeting
6. Business arising from the minutes (Old Business)
7. Correspondence
8. Reports of officers & Committees
 - a. Treasurer
9. New Business
10. Announcement of date and program for next meeting
11. Adjournment

Meeting Minutes

Minutes have an important function at a meeting. The minutes are a record of the business of district council. The minutes are essential in continuity and information sharing.

Format for minutes:

- Heading –
 - Anytown 4-H District Council
 - Regular or special meeting
 - Date, time and place of meeting
 - List the people in attendance (great idea to pass around an attendance sheet)
- Record Ideas
 - Record the summary of the main points of discussion
 - Be brief but complete
- Record all of the motions
- At the next meeting, once the meeting minutes have been adopted, have the president sign the minutes.
- All of the year's minutes should be kept together.

Reports

It is helpful for committees to submit written reports to the meeting. A written report will be useful in that it avoids missing major points in the minutes. The reports can become an attachment to the minutes for future reference.

Who should receive copies of the agenda and minutes?

- Each club representative
- Key Leader
- Key member
- Regional 4-H office

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