

Being Prepared for a Meeting

It's more than just grabbing your jacket and heading out of the door. The more time you spend preparing for your District Council meeting (or any meeting for that matter!), the more productive the meeting will be. There are several things you can do before the meeting:



1. Talk to your club before the District Council meeting. You will want to gather information on the issues or ideas that were presented at the last District Council meeting. Prepare your written report to be handed into the council secretary.
2. Take time to read the agenda. Make notes about the topics you wish to speak about or to.
3. Take time to read the minutes of the last meeting. Write down any comments or questions that you have on what was discussed at the last meeting. Follow up on anything you agreed to do from the last meeting. Note any discrepancies in the minutes and be prepared to correct it at the meeting.
4. Bring paper or notebook and a pen to write down information.
5. If you sit on a committee and are making a report to the meeting, bring a written copy to submit to the secretary. Remember to keep a copy of your report to refer to during the discussion.
6. Arrive at the meeting location early:
 - Pick up and review any reports that are available at the meeting.
 - Settle into your meeting space – coat hung up, meeting items ready, etc.
 - Turn off cell phones and pagers.
7. Be ready to participate fully at the District Council Meeting.
 - Actively participate in the meeting by listening attentively, keeping an open mind, and offering meaningful input.
 - Encourage the participation of others, and respect their views.
 - Volunteer to take on responsibility in areas that you can contribute.

4-H Building Councils would like to thank [Agriculture and Agri-Food Canada](#) and [Apache Canada](#) for their generous support of this project.