Points to Look for In a Good 4-H Meeting

This sheet can be used to evaluate all your meetings. You should be able to answer “Yes” to most of the questions. The ones you answer with a “No” are areas you will want to improve.

1. Do the officers and leaders check meeting plans with one another beforehand?
2. Does the president call the meeting to order on time, keep the meeting rolling, and close on time?
3. Do all officers and members use correct parliamentary procedure when appropriate?
4. Is the business part of the meeting short and snappy?
5. Are guests introduced and made to feel welcome?
6. Is there a special program in addition to the business meeting and recreation?
7. Does the meeting have variety?
8. Is the educational program of interest to everyone?
9. Is there an opportunity for members to get to know each other?
10. Are all announcements short and to the point?
11. Do officers avoid doing all the talking?
12. Do leaders avoid doing all the talking?
13. Do all or most of the members have an opportunity to talk at least four times during the meeting?
14. Is the recreation suitable to the meeting place and group?
15. Is there common courtesy shown between officers and members?
16. Are leaders given a chance to voice their opinions?
17. Are members given a chance to voice their opinions without feeling judged?
18. Are there fun, learning, and fellowship at the meeting?