4-H Volunteer Information Series

Nebraska 4-H Youth Development

President's Guide to Conducting Meetings

Agenda Item	Phrase to be used by Club President
Call to Order	"The Meeting will come to order."
Pledges	"(Name) will now lead us in the Pledges."
Roll Call	"The Secretary will please call the roll."
Reading of the Minutes	"The Secretary will read the minutes of the last meeting."
Approval of the minutes	"Are there any additions or corrections to the minutes? If not the minutes stand approved as read." OR "Is there a motion to approve the minutes?"
Treasurer's Report	"The Treasurer will present the treasurer's report."
Committee Reports	"The _____committee will now report."
Unfinished Business	"Is there any old unfinished business that we need to cover?"
New Business	"We will now move to new business."
List New Business Items on the Agenda Prior to the Meeting	"We will discuss the following items."
Add New Items during the Meeting	"Is there any other new business to add to the agenda?"
Adjournment of Business Meeting	"Do I have a motion to adjourn?"
Club Activity • **Educational Program** • **Social /Recreation** • **Demonstrations** • **Refreshments**	"We will now move to the Club Activity."

Harris, B. President's guide to conducting meetings. In *Ohio 4-H clubs advisors handbook.* Patty House, Columbus, OH: The Ohio State University Extension, 4-H Youth Development. http://advisorshandbook.ohio4h.org/clubmanagement/files/President's%20Guide%20to%20Conducting%20Meetings.pdf

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