4-H Meeting Agenda Template

A meeting agenda outline for a 4-H club secretary or president to fill in before each meeting, so business, demonstrations, and activities run in a predictable order.

Farm / unit: _____ Date: _____ By: _____

Call to order and pledges

Roll call and welcome of guests

Reading of previous minutes

Treasurer's report

Officer and committee reports

Old business

New business and announcements

Demonstration or program

Recreation and adjournment

TIP Fill in names and time slots a few days ahead and share the agenda with officers so everyone arrives prepared.