FFA Conduct of Meetings Guide

Guide to the conduct of FFA meetings that walks officers through preparing, opening, running, and closing a meeting with respect for members, order, and the chapter's traditions.

Farm / unit: _____ Date: _____ By: _____

1. Prepare the agenda early
2. Arrange the room and emblems
3. Open with the ceremony
4. Take attendance
5. Hear officer reports
6. Handle old and new business
7. Keep discussion on topic
8. Close with the ceremony
9. Review the meeting afterward

YOUR NOTES

TIP Debrief with officers after each meeting and jot down one thing to improve for the next one.