



Oklahoma 4-H Youth Development

Teen Action and Growth

Developing 4-H Teen Leaders for our club, community, country and world

Ghost of a Dead Meeting

President: Well, I guess it's time to get started with the meeting. We're already about 20 minutes late. We'll have a song led by the song leader.

Song Leader: I don't know what to sing and I can't remember any of the 4-H songs without my book.

Ghost: The president should always start on time and conduct each meeting in an organized and orderly manner. The president's responsibility is to see that all meetings begin and close at the time the group has decided upon.

The President should have met with the officer team prior to the meeting to prepare the agenda and to make sure all officers and committee chairs were prepared.

The song leader's responsibility is to have a song picked out and ready to lead prior to the day of the meeting.

President: Since it's getting late, and there's no one here from the county Extension office, let's just skip the ritual this time.

Ghost: A lost opportunity! A club should express loyalty to their group and keep their purposes before them by reciting the entire ritual at least once a month at a business meeting.

President: The secretary will read the minutes of the last meeting.

Secretary: I couldn't come last time, so Anne Belle took the minutes, and she forgot to bring the book.

Ghost: Hm-m-m. The secretary didn't even bother to get the book from Anne Belle. The secretary should always try to be present and take careful minutes. If they can not attend the meeting a reliable person should be appointed to take and write the minutes. The secretary is responsible for getting the minutes from the appointed person. It's almost as important the secretary to get their secretary's book to the meeting as it is to get themselves there.

President: How much money do we have from the chili supper and cakewalk?

Secretary: I don't know. I think the club leader knows.

Ghost: It is important for the secretary/treasurer to keep timely and accurate financial records. This question could have been answered during the officer's meeting. It is the officer's responsibility to provide an accurate report to the club upon request.

President: Does the Share the Fun committee have a report?

Committee Chair Everybody was busy and we couldn't find time to meet. I was wondering if the club wants to do a skit or a musical number. What's the best night and time to rehearse, Monday or Tuesday evenings? Got any ideas of who can build sets or help with costumes?

Ghost: Oops, sounds like the Executive Committee (officer team) did not follow-up with the Share-the-Fun committee between meetings to make sure they met.

The questions being asked are best dealt with during a committee meeting or through a written survey. Don't waste the assembly's/club's time by having it act like a committee.

A committee is entrusted with the responsibility of researching alternatives and making decisions. When appropriate they narrow the options and present them to the club for a vote. The committee should always have their report in writing and present the secretary and club leader with a copy.

President: Is there any unfinished business?

4-H'er: We talked a lot at the last meeting but never decided what kind of refreshments to have at the Christmas party.

Ghost: It sounds like the president should have assigned a committee to this task during the last meeting so it could be reported at the current meeting. The president should never allow a meeting to run on with a discussion when a committee can be appointed to decide on the matter.

The secretary and president should always transfer unfinished business from the previous meeting to the new agenda. The president and officer team should think about special issues/problems which might be brought up at a meeting and make notes how they will respond.

4-H'er: What about that meeting in Batesville that some of us are supposed to go to?

President: Oh yes, I got a letter from Mr. Young; but I don't know where the letter is, and I can't remember much about it.

Ghost: It is very important that all communications addressed to the club be shared in a timely manner on the agenda under "correspondence."

President: Are there any new members who wish to join?

I see hands in the back. Will the secretary please give the three boys in the back of the room some enrollment cards?

Secretary: Oh, I forgot the cards. They are somewhere at home.

Ghost: Do you think these three visitors feel very welcome? They were never introduced or welcomed to the meeting. Officers and club members should make visitors and new members feel welcome and wanted. Not having enrollment cards does not sound very welcoming.

President: We were going to divide up into groups to talk about our projects, but it's getting too late. So, are there any other programs or business to be presented to the club? Carolyn, are you and Joe ready to give your demonstration?

Ghost: This president didn't even find out if a program was prepared prior to the meeting. The officer team should check with the people doing the program and speeches/demonstrations at least a week before the meeting to make sure everyone is prepared and see if they have any special needs.

4-H'er: (Getting up and putting on coat.) I move that we adjourn.

Ghost: Any member making a motion should be recognized by the chair before taking the floor or unless the motion is asked for.

President: The motion to adjourn has been made and seconded. All in favor say, "I." The meeting is now adjourned...oh...just a minute, everyone. Who will get up and give a demonstration for next time, and who will go to Batesville to see about getting the clothing project started?

Ghost:

These items should have been on the agenda so they were not forgotten. Agenda in Latin means “things to do.” It keeps the meeting on course and makes sure all business is conducted at an appropriate time.

When a meeting is adjourned the members should feel a spirit of accomplishment and understanding.