



Oklahoma 4-H Youth Development

# Teen Action and Growth

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

## When You are in Charge

Many occasions arise where 4-H members have an opportunity to be “in charge” of a meeting. Business meetings (local 4-H meetings), committee meetings, awards programs, assemblies and workshops to name a few.

This role is called “Presiding”, Chairperson, Master or mistress of Ceremonies, or simply, “in charge.” In any case, this is the person who calls the meeting to order, introduces others taking part and dismisses the group.

The persons who serve in this role are selected for a reason. It may be because of the office they hold, their past experience or their ability. Regardless of the reason selected, much is expected of the person who chairs a meeting.

## Your Role is Important

The Chair can “make” or “break” a meeting. Keeping the meeting running smoothly while making it a positive experience for the audience should be the primary goal of the Chair. The Chair is responsible for coordinating a meeting, distributing responsibilities and following up with those with assigned responsibilities.

**Leadership is knowing  
your Job**

## Most Common Complaints about Meetings

Mitchell Nash, a partner of Interaction Associates Inc., a training and consulting firm says, the most common complaints about meetings include:

- ◆ The purpose of the meeting is unclear.
- ◆ Meeting participants don't discuss issues – they dominate the conversation, argue or take no part at all.
- ◆ The meeting participants are unprepared.
- ◆ Follow up on decisions made at the meeting is not completed.
- ◆ Key people are absent or late.
- ◆ The conversation veers off track.

An executive at a Software Engineering Institute in Pittsburgh may have said it best in an anonymous survey, “*A place where you keep the minutes and lose the hours.*” Meetings work with planning and organization.

D'Abruzzo, a quality manager for McDonald's Corp. in Pittsburgh said “Planning and organization keep meetings on track.”

## Reasons for Calling a Meeting

- ◆ To convey information to a group
- ◆ To solicit information
- ◆ To answer questions
- ◆ To make a decision as a group
- ◆ To sell something
- ◆ To brainstorm

## Bad Reasons for Calling a Meeting

- ◆ They are always held at a certain time
- ◆ These things have always been done in the meetings
- ◆ To look important and in control
- ◆ To get out of the office for a while
- ◆ To look busy

## Meeting Management

Lippincott's book – "Meetings: Do's, Don'ts, and Donuts," provides guidelines for meeting management:

1. State in one or two sentences exactly what you would like your meeting to accomplish.
2. Decide whether a meeting is the best way to accomplish this. If so, distribute an agenda at least a couple of days in advance.
3. Set ground rules to maintain focus, respect and order during the meeting.
4. Take responsibility for the outcome of the meeting. For example, help keep the discussion on track and help resolve conflicts.
5. If your meeting isn't working, try other tools. They could include brainstorming or computer software that helps create an agenda.

"A meeting is a process that begins when you decide to have one, and it doesn't end until all the action items are completed."

-Lippincott

Snacks add a nice social dimension to meetings, but Lippincott cautions against conducting a meeting while people are eating a full meal. She says, "Serious business is hard to conduct while people are stuffing their faces."

**Planning and  
Organization Keep  
Meetings on Track**

## Planning the Meeting

Prior to chairing a meeting, determine the purpose for the meeting. Find the answers to the following questions:

1. What is the occasion being planned?
2. Is a meeting necessary? If people are not prepared the meeting will be a waste of time. Can an e-mail, phone call, or memo be used to eliminate or shorten the meeting?
3. What are the date, time, and location of the activity?
4. How long will the meeting be?
5. Who beside yourself will be involved in the planning and making decisions regarding the activity being planned?
6. Visit with others about ideas, which will add interest to the program?
7. Who will be the adult advisor for this program? Check with individual(s) often and regularly.
8. Prepare an agenda for the meeting.
9. Distribute agenda and minutes prior to the meeting. By doing this they function as a reminder and let people know what will be addressed.
10. Develop a timetable for tasks to be completed and note the due dates on the agenda.
11. Follow up with the chairperson for each individual committee. Confirm preparation and remind them of deadlines, etc.
12. Be familiar with all working committees and activities of the club or group.
13. Ask for help when needed!

The attached "planning form" will help you answer these questions. Once you have this information, you are ready to make plans for carrying out your responsibility.

A successful meeting depends on careful planning and doing a good job at the podium/as Chair. Meetings are an effective way to communicate when they are justified.

## Before the Meeting

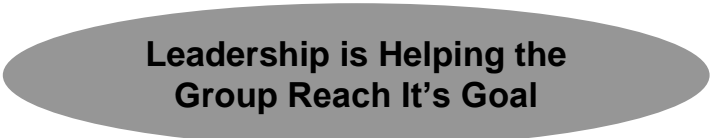
1. Dress appropriately. Your appearance should be a positive example. As a rule, dress one level above how you want others to dress. *Set the example.*
2. Arrive at the meeting place ahead of time. Is it unlocked? Lights on? Check the room temperature. Is seating adequate?
3. Review your notes.
4. Are others on the program present?
5. Have your notes, paper and a pencil.
6. Be prepared for last minute changes.
7. Visit with others who are working with you.
8. Watch for visitors. Should they be introduced?
9. Be available so others can find you. Concentrate on your responsibility.
10. If crowded for time, ask others to help with details.
11. Check the time. Begin on time. Others may have made sacrifices to arrive on time. Do not waste their time.
12. If appropriate, arrange for others to be seated on the stage/head table before the meeting begins.

These same principles would apply to meetings conducted electronically. Make necessary modifications.

## Starting the Meeting

Gradually get the attention of the audience. If people are still coming in, encourage them to be seated. While in front of the group, politely ask someone close to the door to assist in seating the audience. Just stand and observe as the group gets settled.

Don't "officially" begin until you have their attention. Once you start the meeting, be sure everyone hears every word being said.



**Leadership is Helping the  
Group Reach It's Goal**

## Opening Remarks

Make everyone welcome. Look them in the eye and say, "welcome." Smile. Promise the group an interesting assembly. Share or review some recent experiences which are common to everyone or quickly review the purpose or objective. Relate remarks to the occasion (meeting, workshop, etc.). Call attention to individuals in your remarks.

## Presenting Other People on the Program

Usually several other individuals will appear on the program. Be sure each is introduction so that they have the undivided attention of the group. Plan your remarks. Sometimes it is best to introduce more than one at a time, such as when a meeting opens with an invocation, flag salute, and 4-H Pledge. Be alert to asking the group to "stand" or "be seated."

## Introducing Guests

Prepare a list of names and correct titles ahead of time. Practice the pronunciation of names. Plan ahead as to how you want to handle introductions. Do you want guests to stand when introduced? Remain standing until all are introduced? Audience applause after each is introduced or after all is introduced? Give your instructions clearly.

After all guests are introduced, express appreciation for attendance.

## Conducting Business

Keep the meeting orderly by following the agenda. As the group begins to veer away from the order of business bring them back on track. With the aid of a well-planned agenda all questions or areas to be addressed will have been considered and included in the order of business.

## Introducing the Guest Speaker

The guest speaker is one of the highlights of the meeting. This person has been selected because of their special ability to make a contribution to the occasion. Usually, they have traveled to be at your meeting, so they are due special attention.

The M.C. should secure information ahead of time to help in making the introduction. Visit with this person when they arrive to make them welcome, thank them for coming, and listen for other details to add to your introduction.

Conclude your introduction so that complete audience attention is given to the speaker.

Ask the group to join you in giving the speaker a 4-H welcome (applause). Remain at the podium until the speaker steps up. Shake their hand, if you feel comfortable in doing this. Be seated.

The moment of transition when the speaker steps up and you are seated is important. Think through how you will handle this so it will be comfortable for both you and the speaker. Plan your moves and be decisive.

Listen carefully as the speaker is talking, and plan your follow up remarks. After the speaker has finished, be sure to express appreciation for their talk, and make any other remarks which are appropriate, but do not review the speech in detail. After your remarks, you may want to ask for another "hand" to thank the speaker.

## Announcements


Announcements happen near the end of the meeting. If the announcements are in writing on the agenda do not read, but make reference to them. If an announcement is made, take notes so it will be communicated and recorded accurately.

## Adjourn

Adjourn on a pleasant note. Be aware of the mood of your audience. Sometimes, if the audience is restless and is anticipating adjournment, they will begin to leave before you are finished.

## Helping Aids

Attached are forms to help plan and conduct the meeting. Your advisor may ask to review these forms occasionally to check your progress.



**Leadership is carrying  
out your responsibility  
without being reminded**

### Where a Leader Leads

Often times, we're greatly pleased with people that we see.  
The ones on stage that speak to us or lecture on T.V.

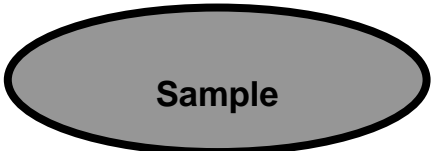
But then comes disappointment when we see what they are like.  
When someone shuts the spotlight off or they unplug the mike.

The truth is - it's not difficult to be on ones best behavior  
When each person in the audience can serve as moderator

And forces us to set a good example for the rest.  
It's at times when we talk 'one on one' we must be at our best.

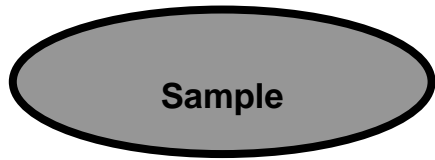
We're walking advertisements; anyone who comes along  
Will see us as the program. So, let's keep the image strong!

Barbara Copeland  
Vice-President, New Mexico 4-H, 1989-1990



**Executive Officer Meeting**  
October 11, 2013

- I. Call to order
- II. Sign In or Role Call
- III. Minutes from September 21, 2010
- IV. Officer Reports
  - A. Reporter
- V. Committee Reports
  - A. Local Club Officer Training - Mary
  - B. Share the Fun – Tom
  - C. Fund Raising – Suzie
- V. Activity Reports
  - A. County Fair – Mary
  - B. Awards Program –Jerry
- VIII. Unfinished Business (Items not acted upon at the previous meeting. These are items, which need formal motions, discussion, and a vote.)
  - A. Fund Raising - Select Fund Raiser
- IX. New Business (New items which need formal motions, discussion, and a vote or may need to appoint a committee to review or discuss an item.)
  - A. Appoint Service Project Committee
- X. Announcement
  - A. November 4<sup>th</sup> Officer Meeting
  - B. December 8<sup>th</sup> Officer Meeting
- XI. Advisor/Leader Comments
- XII. Adjourn



**Committee Meeting**  
**October 11, 2013**

- I. Call to order
- II. Sign In or Role Call
- III. Sub-Committee Reports
  - A. Donors
  - B. Theme and Decorations - Mary
  - C. Speaker – Tom
  - D. Refreshments – Suzie
  - E. Invitations – Jerry
  - F. News Release – Ted
- IV. Unfinished Business (Items not acted upon at the previous meeting. These are items, which need formal motions, discussion, and a vote.)
  - A. Selection of speaker
  - B. Theme and Decorations
- V. New Business (New items which need formal motions, discussion, and a vote or may need to appoint a committee to review or discuss an item.)
  - A. Facilities-location for event.
  - B. Finalize date and time.
- VI. Announcement
  - A. November 4<sup>th</sup> committee Meeting
  - B. Donor sub-committee will meet following this meeting.
- VII. Advisor/Chairman Comments
- VIII. Adjourn

# Meeting Agenda

## Planning for a Meeting

**Purpose for the meeting** (Why are you meeting and what is to be accomplished?):

Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_ Length of the Meeting \_\_\_\_\_

**List committee** members, executive officers, or others who will be helping make decisions about plans for this meeting.

Who is your **adult advisor** for this program? \_\_\_\_\_

**Task or topics** to be addressed at the meeting. Place items in a logical sequence so that they build upon each other or so that the most pressing items are addressed early in the meeting. (Review with your advisor.)

Tasks or Topic to address	Date item to be completed/deadline
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**People to be contacted, consulted, invited, and informed, etc.**

Name	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Meeting Worksheet**

<b>Agenda Items</b>	<b>Time Allotted for discussion</b>	<b>Things to Remember</b> Notes for your remarks.