

Lesson 12

Conducting Club Meetings

Materials:

- Overhead or PowerPoint slides of
 - Procedures for Maintaining Clubs
 - Life Skills Addressed in 4-H Club Meetings (3 slides)
 - Environments That Meet Basic Needs
 - Club Environments That Meet Basic Needs
 - Club Meeting Format Formula
- Life skill cards for each table group**
- Flip chart paper
- Colored markers
- Sticky Wall

If you use the skit you will also need:

- 4-H Meeting Kit with flags, banner and gavel
- Club meeting skit and script
- Demonstration resources, including “What Hat are you Wearing?” page,
 - two full sized sheets of newsprint (flip chart paper) per participant
 - rolls of 2 inch clear packing tape and healthy snacks

Objectives:

1. To reinforce the opportunity to deliver life skills training through 4-H club meetings
2. To present the elements of an effective 4-H club meeting
3. To provide materials that support clubs in conducting effective club meetings

Note:

This lesson is designed to help youth development professionals understand the many opportunities available within a 4-H club meeting to teach life skills. The Club Meeting Skit is included for participants who are not familiar with the 4-H club delivery model. While it can be a fun addition to the training, it is not necessary for an audience of 4-H professionals. If you do not use the skit, you need to add the “What Hat Are You Wearing” activity from the skit to Lesson 13B: Roles and Responsibilities as an introductory activity. The flow of that addition works well following the slide presentation of lesson 13A.

**Divide the following skills according to the number of table groups you have. There are 21 skills. The lesson plan suggests seven tables of three skills each.
{Leadership, Communication, Critical Thinking}
{Responsible Citizenship, Goal Setting, Learning to Learn}
{Decision Making, Problem Solving, Community Service}
{Planning/Organizing, Cooperation, Keeping Records}
{Managing Feelings, Character, Teamwork}
{Accepting Differences, Social Skills, Volunteering}
{Sharing, Self-esteem, Marketable Skills}



Preparation

You will need to designate someone to enter the ideas generated by the group during the life skills identification activity into the computer and to assume responsibility for printing and distributing copies of that list to participants.

If you use the club meeting skit you will need to have asked seven participants to be actors in the skit. Do this the day before the lesson will be presented or before a snack or lunch break so that they will have time to prepare the skit. Give each actor a copy of the prepared script. Ask them to fill in the blanks in the script to adapt it to this training group. Give them copies of the directions for the “make a hat” activity and review those directions with them. Make a Hat will be used for the Educational Program demonstration activity during the club meeting.

Introduce the Procedures for Maintaining Clubs using power point/overhead slide 1. This lesson addresses the first step of the support process which is: involving youth and leaders in planning and conducting the meetings.

The next three lessons are intended to provide a general overview of the procedures involved in maintaining a 4-H club. As with the methods for starting clubs, each state has its own policies and procedures for ongoing support of clubs. The following procedures however tend to be common to most states.

1. Involve youth and leaders in planning and conducting the meetings
2. Involve club members in preparing a yearly club plan
3. Promote or market the club
4. Help youth transition to new communities when families move.



What to do-

What to Say-

Introduce the power point/overhead slides of “Life Skills Addressed in 4-H Club.”

Present slide 2. Life Skills Addressed in Club Meetings

Present slide 3. Life Skills Addressed in Club Meetings

Present slide 4. Life Skills Addressed in Club Meetings

This lesson will focus on involving youth and leaders in planning and conducting meetings. While there are many avenues within a 4-H Club that offer opportunities to learn life skills, this lesson will focus on the club meeting as a delivery mode and the life skills that can be addressed through a club meeting. Let’s review the life skills that club meetings can promote.

A club meeting that is well planned and conducted can offer opportunities to practice skills in many competency areas. Here is a list of life skills we could expect to address. These skills are also listed in your handbook in Section II, Lesson 6.

Leadership
Communication
Responsible Citizenship
Goal Setting
Decision Making
Problem Solving

Planning/Organizing
Cooperation
Managing Feelings
Character
Accepting Differences
Social Skills

Critical Thinking
Keeping Records
Learning to Learn
Teamwork
Community Service
Volunteering
Sharing
Marketable Skills



What to do-

What to Say-

[Lesson Plan Using Club Skit]

If you are using the club skit, introduce it here

Ask actors to present the meeting skit. Facilitate a discussion of that meeting.

[Return to General Lesson Plan]

Introduce the group activity to identify skills that can be strengthened through 4-H meetings.

Self-esteem

You will remember that these are skills that require sequential learning experiences and many opportunities for practice. One of the reasons 4-H clubs have proved effective in helping youth develop these life skills is that the club brings youth together on regular basis and provides time for the interaction and practice necessary for mastery. The club meeting is the primary structure for this coming together. What happens at that meeting, then, is critical to the success of the club.

Let's observe a typical multi-project club meeting and look for ways these skills might be addressed.

I believe our actors are ready.

What did you observe about this meeting?

What structure was used to meet the needs of members?

How was the meeting structured to teach some life skills?

We are going to spend some time examining the structure of club meetings to highlight ways you could connect the meeting experiences to the reinforcement of these life skills.

In Section III, Lesson 12 of your handbook there is a guide for planning 4-H meetings, titled "4-H Meeting Guide". Use this guide [and the skit you have just observed] to complete this next task. I am going to assign three life skills to each table group. I would like your table group to identify several ways in which the three life skills you have been given could be strength-



What to do-

What to Say-

Distribute the cards with (three) life skills listed on them. Move about the room to monitor progress and assist where needed. When groups have had sufficient time to complete their task, facilitate a reporting of their ideas.

Ask for comments after each report and make appropriate notes.

Discuss considerations in planning effective club meetings using slide 5. Critical Elements in Planning Effective Meetings.

ened by using the three components of the 4-H meeting: Business Meeting, Educational Program and Social/Recreational Program. I would like you to record your ideas on this newsprint. We will enter these lists in the computer and print copies of the ideas generated by all the table groups for you to take home.

Let's hear the ideas that your groups have generated. Please attach your flip chart to the sticky wall and tell us the skills you worked with and the ways you think club meetings could help to teach these skills.

Does anyone have anything to add to this list?

There are three basic elements involved in planning club meetings that will assure that meetings provide positive youth development experiences. We have already discussed the first element; identifying specific life skills to target through a meeting format. The others are: Involving youth along with their leaders in the planning of the meetings, and Guiding the planning to assure balance and variety in the opportunities offered. The following discussion covers information that will help you, the youth development professional, assist adult leaders in involving youth appropriately in the planning and conducting of their meetings.



What to do-

What to Say-

Discuss involving youth in planning a balanced meeting.

Club meetings should be planned and conducted by youth members. This is their club. Youth run meetings attract more young people to the club and keep everyone involved. Older youth will be able to take more responsibility for both the planning and the implementing of those plans. Younger clubs will need more adult assistance. All ages will benefit, though, from some guidance in getting the process started and some support in carrying out their plans.

Youth who have had no experience with planning or conducting a club meeting will need more support than those who have been involved for a long time. However, be aware that even those young people who have a long history in club meetings, may not be aware of the need to provide a good balance between the business meeting and the educational and social parts of the meeting.

Present the Club Meeting Format formula using Slide 6.

Adults can help youth plan to mix meetings up with lots of variety to keep everyone interested, learning, and having fun. Provide them with this meeting formula .

Business: 15 minutes

Educational Program: 30-45 minutes

Recreation and Social Activities: 15-30 minutes

Help them determine what is going to happen in each segment of the meeting and who will be responsible for each of the pieces planned for those segments.

Discuss ways to help youth create an inviting meeting space.



What to do-

What to Say-

Reinforce the importance of appropriately planned business meetings.

Adults can encourage youth to be involved in setting up the meeting space in a way that makes them comfortable and that is visually appealing to them. Their meeting space should be inviting. It should have plenty of light, be kept at a comfortable temperature, and provide adequate space and facilities for the activities that are planned. The way the room is arranged should support the activities planned for that meeting. Seating should be configured so that everyone in the group can see and hear everyone else during discussions or demonstrations. A semi circle or circle arrangement works well. Providing tables and chairs for officers may give them support and confidence. Help youth determine what equipment and supplies will be needed for the activities that they have planned and assist the youth in making sure that these items are readily accessible at the meeting.

Youth and the adults who work with them may need help keeping the business section of the meeting as short as possible; effective and to the point. Remind them that meetings that focus only on Robert's Rules of Order are just as boring for youth as they are for adults. Keep the age of your club members in mind when working with Parliamentary procedure. Until the age of 12 youth are very concrete thinkers and will not engage well with the abstract concepts of parliamentary procedure. An older "business buddy" may be helpful for young members for those meetings that require procedures more difficult than making and passing simple motions.



What to do-

Introduce the importance of creating meeting environments that meet the needs of youth.

Use slide 7 to discuss meeting environmental needs through club meetings.

Slide 7: Club Environments That Meet Basic Needs to present the elements of an effective meeting.

What to Say-

The primary role of adults in the club is to assure that the environment of the club meets the needs of youth.

The list of developmental needs from our review of youth principles will provide a guide for this role. Let's look at that list again and compare it to the elements needed in an effective 4-H meeting. Youth Development professionals must help adult leaders understand these needs and implement these elements into their clubs. This information can be found in Section III, Lesson 12 of your handbook.

Promote Feelings of Acceptance and Belonging

Youth join clubs and organizations because they want to be an active part of a group. If they do not feel they are welcome or that they "fit in" they will very quickly stop coming. Often, groups do not intentionally leave out members, but simply overlook new or quieter members. Plan group-building activities for every meeting. Through these activities, young people can be pulled into the group without feeling singled out.

Provide Opportunity to Develop Relationships

It is impossible to develop relationships without talking to one another. Club meetings that do not provide lots of opportunities for youth to talk with one another do not take advantage of one of the unique learning opportunities a club meeting can provide. Some simple ways to provide



structured interaction beyond get-acquainted activities are team-building activities, small group discussions, and committee work. Remember to include unstructured interaction time as well.

Provide Safety and Structure

Youth feel safe in a group when they know the behaviors that are expected of them. To clarify these behaviors it will be important to lead the club through a process of identifying the standards of behavior they all agree they want for their club. These can be written in the form of Club Rules and posted in a place where everyone can see them.

Club rules help members monitor their own behaviors and decrease the need for the adult leader to control behavior. Posted rules also help prevent misunderstandings between members and adults and leaders about appropriate behavior at club meetings and events.

In addition to club standards, 4-H members must be informed of and agree to any Code of Conduct that the state 4-H office requires for state and national events and activities.

Provide Opportunities to Contribute to the Group

A sense of belonging to any group, whether family, school, community, or club, is formed when there are opportunities to contribute to that group and when it is clear that those contributions are essential to the group. Clubs meetings must offer ways for all members to contribute and see themselves necessary to the success of the club.

Adult leaders can be vigilant in identifying the skills and talents of all members that can be employed to help



the club. If youth are given new responsibilities, it is up to adult leaders to make sure they are properly prepared to fulfill them. Training and mentoring are often needed for new leadership positions.

Before electing club officers, allow the youth to get a taste of the 4-H Club experience. The first meetings should help members get a sense of what the 4-H Club will be like, and whether or not they would even like to be an officer. Some clubs ask several youth to assume leadership responsibilities and rotate them through different positions fairly often.

Promote Competence and Independence

Help youth plan and conduct their meetings. Provide opportunities at age appropriate levels to have input into the design of the meeting and to provide leadership for the meeting. Prepare youth for the leadership roles they assume and provide support as they practice these roles. Help members evaluate their plans and use that information in future planning. Assist youth in developing plans for future meetings.

Point out the materials in the handbook that clubs could use to plan and conduct meetings.

There are some helpful worksheets and guides in your handbook that you could give to leaders to help them plan and conduct their meetings. I would like you to take a few minutes to review these in Section III, Lesson 12, of the handbook.

- outline of the club meeting agenda
- worksheet for planning a club meeting
- provides a checklist to evaluate the success of meetings
- explanation of simple parliamentary procedures
- a guide for presidents to use in using parliamentary procedure to conduct a business meeting
- provide a guide for secretaries to use in



What to do-

What to Say-

Allow time for the group to review the support pages. Then bring closure to the lesson.

taking meeting notes and writing minutes

- tips for conducting effective meetings.

This lesson was the first of three lessons that provide information that will help you support and maintain the 4-H club(s) in your program. The focus of this lesson was the 4-H club meeting as a delivery method for opportunities to develop life skills. The elements needed within those meetings to create environments that support the basic needs of youth was highlighted. Support materials were provided to assist youth and their adult leaders in planning balanced, interesting, and fun meetings that are conducted by the youth in the club.

The next lesson will focus on helping youth and their adult leaders prepare a more expansive plan for the club; a plan for all of the opportunities that will be offered during a club year.

Adapted from: Colorado 4-H Certified Leader Training, Washington State 4-H Volunteer Leadership Training, Welcome to the World of 4-H Basics for New Leaders (WSU)



What Hat are You Wearing?

Demonstrate the making of this hat and then direct the participants in making their own.

This activity requires working in pairs.

Give each participant two sheets of newspaper or flip chart paper.

Provide the following directions.

Hold the two sheets of paper together at the center.

Turn one sheet a quarter turn so that all eight corners of the pages are visible

Place the pages on top of your partner's head and press the down to form a snugly fitting crown.

Wrap clear tape around the papers at the forehead and back of the head. Roll the points of the paper to the base of the tape to form a "Derby" shape.

Add additional tape as needed.



Club Skit

President: (the President stands throughout the business meeting)

Taps gavel

The meeting of the _____ 4-H Club is called to order. Please stand for the pledges.

Pledge of Allegiance

4-H Pledge: I pledge my head to clearer thinking
My heart to greater loyalty
My hands to larger service
My health for better living
For my club, my community, my country and my world

President: Now the secretary will call the roll.

Secretary: Today we will call the roll by telling our favorite food.

Member 1
Member 2
Member 3
Member 4
Member 5
Member 6
Member 7
Leader

President: Thank you

President: Now the secretary will read the minutes of the (date) 4-H Club meeting.

Secretary: The meeting of the _____ 4-H Club was called to order at 3:30 p.m. by President _____. Pledges were said. Roll was taken. 8 members were present. Old business: _____ said the gardening project group made container gardens for the _____. _____ reported that the computer project members took a printer apart and put it back together again. _____ reported that two 4-H photography members took photos of the container garden presentations to the newspaper. There was no other old business. _____ reported that the 4-H photography project group was going to take pictures of displays at the Botanical Garden on (date) _____. _____ said the fine arts project was going to a museum on _____. There was no other new business. _____ made a motion to adjourn the meeting. _____ seconded the motion. _____ Meeting adjourned at 3:52 p.m. _____ then gave a demonstration on How Do Rockets Fly.

President: Are there any corrections to the minutes? (Waits a minute.) If not they stand approved as read. *Taps gavel.*

President: We will now have reports from the project committees.
Citizenship - Fine Arts -
Foods and Nutrition - Technology -

President: Thank you. Is there any old business? (Waits a minute.)

Leader: I'd like to thank all the 4-H'ers and the adults who helped to make and present the container gardens to _____. Also thanks to _____ and for taking photos. We have a display of the photos and other 4-H members work on the back wall.

President: Is there any other old business?

President: Is there any new business?

Member: The rocket project group has planned a trip to the Planetarium on (date).

Member: Some of us want to plan a community service project for the Jones Street Shelter. Anyone who would like to work on this project, please meet tomorrow at 4:30.

President: Is there any other new business? (Waits a minute.)

President: If there is no other business, is there a motion to be adjourned?

Member: I move that the meeting be adjourned.

Member: I second the motion.

President: All in favor of the motion say "Aye." All opposed say "no." The motion is passed. The meeting is adjourned. *Taps gavel.*

Educational Program

President: Now it is time for our program. _____ will present a demonstration from the Arts and Crafts project.

Program Presentation: "What Hat are you Wearing?"

President: Thank you _____. This was a fun activity. Please hang on to your hats because we will be using them in another activity on another day.

Social/Recreational Program

(We will not be enacting this portion but do point out that the president would lead it in the following manner)

President: Our recreation committee will lead us in our games. _____ will be in charge today.

President: Thank you _____ .

Our snacks are provided today by _____. Thank you for preparing these delicious goodies for us.

Closure

President: I want to thank everyone who has helped to make our meeting run smoothly. Our meeting will be held _____ (date).

Procedures for Maintaining the Club

**Involve youth and leaders in
planning and conducting the
meetings**

**Involve club members in preparing
a yearly club plan**

Promote and market the club

**Help youth transition to new
communities when families move**



***Life Skills Addressed
in Club Meetings***

Leadership

Communication

Responsible Citizenship

Goal Setting

Decision Making

Problem Solving

Planning/Organizing



PowerPoint presentation

Life Skills Addressed in Club Meetings

Cooperation

Managing Feelings

Character

Accepting Differences

Social Skills

Critical Thinking

Keeping Records



***Life Skills Addressed
in Club Meetings***

Learning to Learn

Teamwork

Community Service

Volunteering

Sharing

Marketable Skills

Self-esteem



***Critical Elements in
Planning Effective Meetings***

Identifying specific life skills to target through a meeting format.

Involving youth along with their leaders in the planning of the meetings.

Guiding the planning to assure balance and variety in the opportunities offered.



Club Meeting Format Formula

15-min. business

30- 45 min. education

15-30 min. recreation



***Club Environments that
Meet Basic Needs***

**Promote Feelings of Acceptance
and Belonging**

**Provide Opportunities to Develop
Relationships**

Provide Safety and Structure



***Club Environments that
Meet Basic Needs***

**Provide Opportunities to
Contribute to the Group**

**Promote Competence and
Independence**

