4-H Good Meeting Script

President: “The meeting of the Camp County 4H will now come to order (2 taps)

\_\_\_\_\_\_\_\_\_\_\_ & \_\_\_\_\_\_\_\_\_\_ will now lead us in the Pledge of Allegiance, the 4-H Pledge and the 4H motto. Please stand.” (3 taps.)

President: “Please be seated. Miss Secretary, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, will now call roll.”

Secretary: “Each member is asked to answer with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

“I will now read the minutes from the previous meeting*.” (Secretary reads minutes)*

President: “Are there any corrections or additions to the minutes?” *(Pause for anyone to respond)*

President: “The minutes stand approved as read.” *(or stand corrected if someone corrects them)*

President: “Mr. Treasurer, \_\_\_\_\_\_\_\_\_\_\_\_\_, will now give the treasurer’s report.”

Treasurer: Gives report

President: “Are there any corrections or additions to the treasurer’s report?” *(Pause for anyone to respond)*

President: “The treasurer’s report stands approved as read.” *(or stand corrected if someone corrects them)*

President: “Is there any unfinished business the club needs to address at this time?” (Pause)

President: “We will now move on to new business. Is there any new business to discuss at this time? If not, I will call on Ms. Kaycee Davis to provide announcements. I would like to remind you that our next meeting will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at 6:00 PM”

Kaycee announcements

President: “The meeting of Camp County 4H is adjourned. All members are invited to stay and participate in a game and enjoy a snack afterwards.” (1 tap)

**Unfinished Business:**

President: “Officer elections will be at our next meeting in October, following the business portion of the meeting. Each candidate will need to prepare a paragraph speech on why you should be elected as (what position) and how you will fulfill your duties in that position.”

All of the officers will now go through each of their positions and discuss what their primary responsibilities are.

President: Preside over meetings, serve as role model and exhibit leadership qualities, use parliamentary procedure to conduct effective orderly meetings, arrive early to set up meeting, communicate with other officers about assignments, upcoming meetings, etc, coordinate activities with officers, maximize member involvement.

Vice President: Assist the president, preside over meetings in absence of president, serve as role model and exhibit leadership qualities, arrive early to set up meeting, communicate with other officers about assignments, upcoming meetings, etc, coordinates educational portion of each meeting.

Treasurer: Keeps accurate, up to date records of all club funds, including receipts and expenditures and balance on hand. Pay bills approved by the club, report financial report at each meeting, serve as role model and exhibit leadership qualities, arrive early to set up meeting.

Secretary: Keep an accurate, current roll of all club members. Call roll at each meeting and report attendance back to agent after each meeting or activity. Keep complete accurate minutes of each meeting, read the minutes from previous meeting, in the event the secretary is not at the meeting the minutes must be given to the Vice or 2nd Vice president to read at the meeting. Serve as role model and exhibit leadership qualities, arrive early to set up meeting.

2nd Vice President: Assist the president and vice, preside over meetings in absence of president and vice president, serve as role model and exhibit leadership qualities, arrive early to set up meeting; chairman of recreation committee (plans activity/game for each meeting).

Council Delegate 1: Assist club officers as needed, serve as role model and exhibit leadership qualities, arrive early to set up meeting, will serve as a reporter and work with agent to submit information to local newspapers, radios and social media (take pictures) (may also assist C.D 2)

Council Delegate 2: Assist club officers as needed, serve as role model and exhibit leadership qualities, arrive early to set up meeting, will serve as parliamentarian and work with agent to help train club officers in parliamentary procedure (may also assist C.D. 1 and take pictures).