# Wisconsin 4-H Community Clubs logocommittee chair checklist

4-H Community Clubs June 2010

Before the meeting

* Arrange for a meeting place. Consider distance members must travel. Be sure the location is handicap accessible.
* Send out notices or call committee members.
* Write the agenda.
* Check with committee members to make sure they have done their pre-meeting homework.

During the meeting

* Bring the committee notebook to the meeting.
* Call the meeting to order on time.
* Review agenda and purpose of meeting.
* Assign a secretary to take minutes (It’s difficult to be chair and secretary and do a good job at both! The secretary can be a different person each time you meet.)
* Keep the meeting focused on the agenda items.
* Work toward the group’s goals.
* Assign responsibilities, or “homework,” to be carried out in between now and the next meeting.
* Identify items to carry over to the next meeting.
* Set the next meeting date.
* End on time.

After the meeting

* Check with the secretary for any questions or clarification with the minutes.
* Have the committee secretary e-mail or mail the minutes with upcoming meeting notice to the committee members.
* Contact committee members to encourage involvement and motivate them.
* Prepare a report for the larger group, if needed, and share it with committee members prior to the meeting.
* Decide who will give the report at the larger group meeting.
* Update the committee notebook.

Adapted from Sue Pleskac, Volunteer Leadership Specialist, UW-Extension 4-H Youth Development, Jefferson County 4-H’s *Project & Special Events Committee Packet*



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