

Colorado 4-H Officer's Handbook

Colorado
State
University

Extension



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USDA, NIFA, EXTENSION

Extension provides non-formal education and learning activities to people throughout the country—to farmers and other residents of rural communities as well as to people living in urban areas. It emphasizes taking knowledge gained through research and education and bringing it directly to the people to create positive change.

4-H -POSITIVE YOUTH DEVELOPMENT

The 4-H Youth Development Program is the youth outreach program from the land-grant institutions' cooperative extension services and the U.S. Department of Agriculture. 4-H serves as a model program for the practice of positive youth development by creating positive learning experiences; positive relationships for and between youth and adults; positive, safe environments; and opportunities for positive risk taking.

SYMBOLS OF 4-H



Emblem

A green four-leaf clover with a white letter “H” on each leaflet. The four “H’s” represent the four-fold development Head, Heart, Hands and Health.

Colors

Green and White

Green—nature’s most common color and emblematic of springtime, life and youth.

White ---symbolizes purity and high ideals.

4-H CLUB OFFICERS



Congratulations! It is an honor to be selected by your fellow 4-H members to serve in the important position of a club officer. If this is the first time you have held an office in a club you will find that you will learn many new things. If you have held a club office before, you will want to work hard to improve your ability to serve your club.

You are now a member of a team, including other officers and your leaders. Your team is responsible for giving leadership to the club and its activities. To be a good officer you must know the duties of your office and how to carry out these duties. Knowing the duties of the other officers will help you work together in conducting the club business.

Good officers can be a great help to busy 4-H leaders. The leader must be able to depend upon the officers to do their jobs well. Planning carefully with the leaders on details of the yearly program as well as each meeting will result in a well-organized and smooth-running club.

Each officer should have a copy of this guide for reference. It should be passed on to your successor at election time.

Representing 4-H

Officers of 4-H clubs are representatives, not only of the local club, but of the entire 4-H organization of the state. Officers of local 4-H clubs are advertisements of their organization. Their skills and abilities, standards, and ideals, grooming, speech and actions must represent the very best in 4-H members and their club program.

Opportunity of Personal Growth

One important reason for having 4-H members work in clubs is to provide valuable training in conducting business meetings and organizing groups. The experience gained, serving as an officer of a 4-H club, will enable boys and girls to be useful members of any organization as they grow into adulthood.

Qualities of Good Officers

Good officers are:

- Honest
- Sincere
- Friendly
- Loyal

They let members of the club help decide what the club will do and give everyone a fair chance. Officers represent 4-H to the people in the community, at school, at public events and at home.

- Get things done right and on time
- Proud of their work
- Always do their best
- Work together with others to plan and carry out the club program

How Do You Measure Using This Yardstick?

Each officer might ask: “Do I have these desirable qualities?”

- ✓ “Do I know the duties and responsibilities of my office?”
- ✓ “Am I willing to improve myself so I can be a better officer?”
- ✓ “Am I friendly to other members?”
- ✓ “Do I willingly accept responsibilities assigned to me?”
- ✓ “Do I enjoy doing more than just what is required of me?”
- ✓ “Am I willing to give credit to others for work well done?”
- ✓ “Do I use ‘please’ and ‘thank you’ when I should?”
- ✓ “Do I work well with others and they with me?”
- ✓ “Am I prompt in arriving at meetings?”
- ✓ “Does my appearance inspire respect and confidence?”
- ✓ “Am I kind, tactful, and courteous?”
- ✓ “Am I always fair in my decisions?”
- ✓ “Do I ask for suggestions and cooperation?”
- ✓ “Do I thank my leaders and parents for their time, effort and devotion to 4-H work?”
- ✓ “Do I represent 4-H wherever I go?”

These are desirable qualities for all 4-H officers. How many can you answer with a “yes”?




DUTIES OF THE OFFICERS

President



So, you 're the president of your 4-H club! You have an important job to do. Your fellow club members have shown their support in your leadership by electing you. The success of your 4-H club meetings depends on how well you and your officers work together.

As president, you will:

-  Conduct a business meeting
-  Cooperate with club members
-  Make your club a great success

Duties of the President

- Plan the business meeting with the secretary, leaders and other officers, before meetings are held.
- Check on meeting arrangement, seating, lights and temperature of meeting place.
- Prepare meeting agenda.
- Be knowledgeable on parliamentary procedure so that the meeting will run smoothly.
- Start and stop meeting on time.
- Preside and call the meeting to order and direct the business meeting.
- Appoint a temporary secretary if the secretary is absent.
- Keep order. Be courteous but firm.
- Encourage everyone to participate in the meeting. Provide opportunities for all members to be heard.
- Decide points of order fairly.
- Guide the meeting in a courteous, tactful way and avoid talking too much. The meeting belongs to the 4-H'ers. The president is only the "pilot" and should avoid giving opinions on motions under discussion.
- Cast deciding vote in case of a tie vote. You may vote when the vote is by ballot.
- Appoint committees when directed by the club or council, and define the responsibilities of the committees. Counsel with leaders if necessary.

- Work closely with your club or council advisor/4-H volunteer to plan, practice, and evaluate your work.
- Arrange to have the vice-president preside over the meeting if you are not able to attend ahead of time.
- Check frequently on progress of committees and ask for a report from each chairperson.
- Delegate responsibilities so that every 4-H member has some job in the group at one time or another.
- Work with other officers to do a yearly program plan with details for each meeting and event.
- Work closely with the local leaders and county Extension agents.

Vice President

The vice-president is next in rank to the president. You take the president's place in the event he/she resigns or is not present at a meeting. You may be chairperson of the program committee.



Duties of the Vice President

- Learn parliamentary procedures so that you will be able to conduct an orderly meeting
- Preside at meetings in the absence of the president
- Know the duties of the president
- Serve as chairperson of the program committee. Prepare calendar of events. Be responsible for following through with each monthly program of the year. Notify members who are on the program committee.
- Announce the program at the meetings. Arrange each program to make a well-balanced one.
- Work closely with the president, leaders, and other officers on all club activities
- Consult the president on plans or special work needed.
- As program chairperson, sit near the front of the room or at the table with the president and secretary.
- Inform the president if you will be absent.

Secretary

You have one of the most important offices! To you, the club has entrusted the responsibility of keeping and maintaining club records. You can download the Secretary book from the 4-H website at: <http://colorado4h.org/resources/stbooks/index.php>. There are several other documents on this page that will help you be a successful secretary. Please check them out. The success of the club or council is dependent upon the working relationship between you and the president. This is your opportunity to help the president make the club or council work well.



Secretary Duties

- Sit with the president at the desk or table in front of the room.
- Record any officers elected, committees appointed and other business brought before the club.
- Call the roll at the request of the president and record the attendance.
- Stand and read minutes of the last meeting when the president calls for them. Make corrections or additions given by 4-H members of the club or council.
- When called upon by the president, state any unfinished business left from previous meeting. If there is none, so state to the president.
- Read correspondence directed to the club when called upon by the president and prepare replies when necessary.
- Initiate correspondence as directed by the club or council. Keep copies of all correspondence for future reference.
- Collect and record reports of all committees and all written resolutions.
- Cooperate with the reporters in preparing articles for newspaper.
- Call the meeting to order in absence of the president and vice-president and have a temporary chairman elected to preside.
- Assist the president during the meeting by writing each motion as stated. Be prepared to read the question.
- Advise the president on matters of business to be taken up. Help to start and to stop, on time.
- Maintain a record of all officers, standing committees, and special committees.
- Inform the president when you will be absent. The president will appoint an acting secretary for the meeting.
- Submit regular reports to the leader or to the county Extension office as requested.

Treasurer



Your club has placed upon you the responsibility of maintaining the financial records. For any club to make wise use of money it has earned, 4-H'ers need to know the financial status of their club or council. You will find the Colorado Treasurer's Book at:

<http://colorado4h.org/resources/stbooks/index.php>

Along with other helpful materials to make you a successful treasurer.

Duties of the Treasurer

- Chair your club finance and fundraising committees. Use the committee to involve members in the decision making, as well as in accomplishing the business of the committee. The finance committee is responsible for developing an annual club budget.
- Prepare a club budget with your club finance committee.
- Keep an accurate record of:
 - ✓ All money received and its sources
 - ✓ Paid expenses showing to whom and why the money was paid
- Deposit all money received into the club treasury account at the local bank as soon as possible.
- Prepare and present a summary of income and expenses at each club meeting. Also, report the current balance of all club accounts. Keep your monthly ledger for income and expenses up-to-date.
- Ask permission from your county Extension office before your club conducts a fundraiser or applies for a grant.
- Provide receipts to all individuals who have given money for club activities.
- Pay money out of the club account only as voted by the club.
- If the club has bills, make sure they are paid promptly. Be sure to get a receipt for any bills you pay in cash.
- If your club disbands, be sure to contact your Extension office for the correct procedure on how to handle the money.
- Give a complete, accurate records to the new treasurer at the end of the year.



Reporter

Reporting 4-H news can be an exciting adventure, and it could be the beginning of a new and exciting career. The 4-H reporter has the privilege and opportunity of telling others about 4-H. Newspaper editors like news stories about 4-H because their readers like to know what young people are doing.



For your club or council to obtain the support, respect, and goodwill of the people in the community, it is important for you to keep them aware of the good work done by your club or council. To do this, your reports must be factual and must answer the questions of “Who, What, When, Where, Why, and How”.

To be news, a 4-H event must be one or more of the following: 1. Recent; 2. Important; 3. Close to the place of publication; 4. Unusual, and 5. Interesting. It must always be accurate.

The reporter's A B C's

- A Accurate
- B Brief
- C Clear

Duties of the Reporter

- Write a report of each 4-H meeting immediately following the meeting and mail it or take it to the local newspaper editor as soon as possible. Send a copy to your county Extension office as well. Remember that old news is worse than no news.
- Make a collection of clippings and news items concerning your club or council for the permanent record.
- Write articles and take photographs of special 4-H events for your local paper.
- Serve as chairman of the publicity committee.
- Become familiar with the “how to's” of news writing. You don't have to be an expert, but some helpful hints below.

Tips for 4-H Club Reporters

- Visit local newspapers, radio and television stations to learn about their requirements for submitting news.
- Editors prefer local or personal news. Remember to check with your newspaper, radio and television broadcast stations for any other special hints or requirements they may have.
- Make your story readable. The best way to improve your writing readability is to use:
 - ✚ Short sentences ---For today's mass audience, new stories averaging between 15 and 20 words per sentence are easy reading. Sentences longer than 30 words may be hard to understand.
 - ✚ Short Paragraphs—Keep paragraphs short and varied in length from one to five average sentences. Remember a 100-word paragraph looks long in a narrow newspaper column. Neither editors nor readers like them.
 - ✚ Easy Words—Use short, simple words in place of longer, multi-syllable words with the same meaning. When you have to use a technical or difficult word, explain it as simply as possible.
 - ✚ Personal Words—Pronouns like “you” and “we”, a person's name or a direct quote make your story more interesting. This kind of personalization, which is more often used in “feature” news stories, is a good technique for holding reader interest.
 - ✚ Active Verbs---These verbs keep a story moving and “grab” the reader more than “to be” verbs that show little action. Some examples of active verbs are: tackle, gallop, scramble and pelt.
- Get to the point...fast! Most people whiz through newspaper, reading headlines and maybe only the first paragraph or two. So, put the important facts in the first paragraph; the first sentence is even better! In addition, editors usually chop stories from the end of the article to make them fit available space. If you have something essential in the story is at the bottom of your copy, it might not make it to print.

Recreational Leader



You are an important officer in your club. The members learn to know one another through the games, parties and picnics, which you assist in planning for your club. Recreation is a vital part of each club meeting. The members of your club will be counting on you to show them how to have fun.

You have been chosen as the recreation leader because your club members believe that you have the ability to help them make their own fun at club meetings. The interest in your club depends a great deal on how much the members enjoy attending. A good, well-planned recreation program can sharpen the interest of members in attending meetings.

Duties of the Recreation Leader

- Plan recreation for club suitable for age, desire, space and time available.
- Prepare a list of games several days before the meeting and arrange them in the order in which they are to be played.
- Be sure to know the games well so that you can explain the games to the club members.
- Select games that all can play. Have at least one new game at each meeting. Be enthusiastic.
- Have the necessary equipment or materials on hand and ready.
- If the occasion is a party or special recreation event and there is time for several games, plan the program to:
 - ✓ Alternate active and quiet games
 - ✓ Build up to a climax just before refreshments
 - ✓ Play a game so everyone is enjoying it, then change to another. It is better to stop while everyone is having a good time than to go on and have them be bored by doing too much of one thing.
 - ✓ Close the program with a good snappy game that you are sure will make a hit. Stop at its height, and end decisively.
- Stand where you can face everyone, speak so you can be heard, do not shout and do not use the whistle too much. Let the group listen to you and respect you as the leader.
- If using music in a game, be prepared.
- Make a computer file or a notebook of all your recreation materials so you can give it to the next recreation leader.

Parliamentarian



The duties of a parliamentarian are very complex and it is recommended that this position be fulfilled by a 4-H member who has previously held an office or has leadership experience.

Duties of a Parliamentarian

- Keep order at club meetings. Follow “Roberts Rules of Order” as a guide.
- Advise the President, or presiding officer, on parliamentary procedure.
- Help train all club officers in parliamentary procedures.
- Make parliamentary rulings during the business portion of the meeting.

Sergeant-at-Arms

As the sergeant-at-arms of your 4-H club or council your duties are as follows:

- Assist with room setup, flags, banners, and be on watch for potential physical risks in the room.
- Arrange for pledges and a thought for the day for each meeting of the club or council.
- Keep order, peace and let all youth know the rules of the meeting to reduce interruptions in the meeting space.
- Attend the officer’s training session.



Other Types of Officers a Club May Have

Song Leader



Group singing helps club members feel more at ease, gain poise and center their interest on the program of the meeting. As song leader, you may stimulate enthusiasm or quiet a boisterous group, depending on your selection of songs.

Duties of a Song Leader

- Prepare what songs are to be song a few days before the meeting.
- Know the songs well. Be sure to practice the songs to be used before the meeting starts.
- Distribute the songs that are going to sung to all the members.
- Lead the club in singing songs.
- Begin with songs the group knows and then introduce a new song.
- Teach the group new songs during the year.
- Encourage everyone to sing.

Historian



As historian of your 4-H club or council your duties are as follows:

- Collect memorabilia from the 4-H members about the events and activities of the club or council.
- Take photographs that show the events and activities of the 4-H program.
- Compile memorabilia in as orderly manner such as a scrapbook.
- Arrange for display of your book at appropriate occasions.
- Work with the club reporter to gather newspaper clippings and stories.
- Coordinate club or council social media efforts if applicable and approved by the 4-H agent.

4-H Club Meeting Checklist

Use this checklist to do a quick evaluation of your 4-H club meetings

	<u>Good</u>	<u>Average</u>	<u>Needs Improvement</u>
Meeting was well planned	_____	_____	_____
Each officer did his/her job	_____	_____	_____
President use an agenda	_____	_____	_____
Secretary had minutes prepared	_____	_____	_____
Treasurer had report prepared	_____	_____	_____
Business meeting moved along well	_____	_____	_____
All members took part in discussion	_____	_____	_____
Meeting room was set up when members arrived	_____	_____	_____
Meeting place was comfortable	_____	_____	_____
There was a program or activity	_____	_____	_____
The program/activity was interesting	_____	_____	_____
Recreation was included	_____	_____	_____
Refreshments were served	_____	_____	_____
Each member spoke at least two times during the meeting	_____	_____	_____

Conducting the Meeting



Here are some helpful guides to make your meeting run smoother.

Making a Motion

There are eight steps in making and carrying a motion:

1. The member addresses the President.

“Mr. / Madam President”

2. The President recognizes the member.

“Yes, Jacob”

3. The member makes his/her motion.

“I move that we have our Christmas party on December 16 at the Community Center.”

4. The motion is seconded by another member.

“Mr. / Madam President, I second that motion.”

5. The President state the motion.

“It has been moved and seconded that we have our Christmas party on December 16 at the Community Center.”

6. The President calls for discussion of the motion.

“Is there any discussion?”

7. The President takes a vote on the motion after the discussion has ended.

All those in favor of having our Christmas party on December 16 at the Community Center say, ‘Aye’.” “All opposed, say, ‘No’.”

8. The President announces the result of the vote.

“The vote carries by a unanimous vote.”

Amending a Motion

As the club discusses the motion, a member might see a change or addition that will make the proposal better for the club. A motion can only be amended one time, and this is done after the motion has been made and seconded. In addition, the discussion must have shown a change needs to be made.

These steps should be followed to amend a motion:

1. The member rises and addresses the President.

“Mr. / Madam President”

2. The President recognizes the member by name.

“Yes, Barbara”

3. The member states the proposed amendment.

“I move to amend the motion by adding ‘at 6:00 pm’ to the end of the current motion.”

(The motion might be amended by striking out and adding or by substituting a word or sentence in a motion.)

4. Second the motion to amend.

“Mr. / Madam President, I second the motion”

5. The President calls for discussion.

“It has been moved and seconded that the words “at 6:00 pm” be added to the motion. Is there any discussion on the proposed amendment?”

A. If the amendment carries, the President states the motion as it is amended, and the club proceeds to discuss and vote on the motion.

“The new motion now reads: We will have our Christmas party on December 16 at the Community Center at 6:00 pm.”

B. If the amendment does not carry, the President takes up the original motion, completes the discussion and takes the vote.

“The amendment did not carry. Therefore, prior to voting, is there any discussion on the original motion.”

Nominations and Elections

Nominations can be made by a committee or from the floor by a member. Even when a Nominating Committee is used, members can make nominations when the floor is open for further nominations.

To offer a nomination, a member obtains the floor and states, "I nominate (name) for (office)." The President then asks for further nominations. If there are none, nominations are closed, and the vote is taken. Candidates are voted upon in the order in which they were nominated.

Closing Nominations

Nominations may be closed by a two-thirds vote or by general consent. The motion to close nominations requires a second, cannot be debated and can be amended as to time only.

Making Nominations and Holding Elections

A second is not required to nominate. However, a majority vote is required to elect. After the President has asked for further nominations for an office and none are presented, a member may obtain the floor.

Member: *"I move the nominations cease."*

Member: *"Mr. / Madam President, I second the motion."*

President: *"It has been moved and seconded that nominated cease. This motion requires a two-thirds vote. Those in favor of the motion that we close nominations, please raise your right hand. Those opposing, please raise your right hand. There being a two-thirds majority, the motion is carried, and nominations are closed."*

Adjourning a Meeting

Closing the meeting is definite so that no one is in doubt as to what may be done. Before adjourning a meeting, the President makes certain that all important business is considered. Announcements are made just before adjournment. It is discourteous to rise or talk before the President announces that the meeting is adjourned.

Meetings can be adjourned in one of three ways:

1. When the President thinks there is no further business, he/she may ask, "Is there any further business?" The President waits long enough for members to bring up any business they wish. If no business is presented, he/she makes the announcement and says, "The meeting is adjourned," or "We are adjourned." This is the best method to use at a special program or when there are visitors.
2. A member may close the meeting with a motion by saying, "I move that we adjourn the meeting." The motion is voted on without discussion or amendment. This motion should be made when it appears that the club has finished its work. Members may vote against the motion to adjourn if they believe business is not completed. A motion to adjourn should never be made when someone is talking or if the President is taking a vote.
3. Some clubs have an agreement on a time to adjourn. When this time comes, the President stands and says, "The time for adjournment has come. The meeting is adjourned." The club tries to complete all important business before then. If important business has not been completed, the President says, "The hour of adjournment has arrived, but we have not completed our business." A club member may say, "I move that we continue for _____minutes." If the club business and program are completed before it's time to adjourn, a member makes a motion to adjourn.



Club Committees

Functions of Club Committees

- Provide members with extra involvement and leadership opportunities.
- Make business meetings go more smoothly, since the detailed planning and/or fact finding can be done outside the regular club meeting.
- Incorporate several people's ideas because this is usually more effective than using only one person's opinion.



Important Committee Tips

- Any 4-H club member can be a committee member.
- Committees should be appointed only when necessary. Otherwise, committee work will lose its importance.
- A club officer should be appointed to each committee to keep communication open with the Executive Committee.
- To involve adults, appoint a parent or leader to each committee as an advisor.
- Plan time for committees to meet, work, and report at regular club meetings.

4-H Club Committee Member Duties

- Attend all committee meetings. If you cannot attend, notify the Committee Chairman before the meeting. After the meeting, check with the Chairman to find out what you missed and if you were given any assignments.
- Participate in the discussion, carefully staying on the subject.
- Help the committee reach a group decision and then support that decision.
- Take specific assignments to carry out committee plans.
- Help the Chairman prepare a report.
- Add items to the agenda when necessary.
- Try to express yourself calmly and clearly.
- Take time to listen objectively and consider others' opinions.
- Be flexible and open-minded when considering ideas.
- Ask questions if you don't understand something.

4-H Club Committee Chairman Duties

- Meet and coordinate plans with adult advisor assigned to the committee.
- Keep a list of committee members, phone numbers and email addresses.
- Schedule, plan, and conduct committee meetings.
- Develop an agenda for each committee meeting.
- Notify committee members about scheduled meetings.
- Develop and give a committee report to club.
- Follow specific club recommendations to carry out committee responsibilities.

Executive Committee Duties

- Effectively relate club information to all 4-H members and families. (Most 4-H clubs have an Executive Committee, which consists of the club officers.)
- Communicate with the club manager(s), who acts as the committee's advisor, between meetings to follow up from the last meeting and make plans for the next meeting. (The President should contact the other officers by phone or email and tell them about the plans and assignments for the next meeting. Club members also need to be reminded of assignments they may have for the upcoming meeting.)
- Meet one week before the meeting to complete the agenda and make the other final plans or assignments. (However, that is not always possible, so you could consider meeting 15-30 minutes before the club meeting is scheduled to start.)
- Serve as the Program Committee, planning the educational program for each club meeting.

Other Committees

- These may include the following:
 - Membership
 - Finance
 - Recreation
 - Program Planning
- Some examples of temporary committees are:
 - Christmas Party
 - Display
 - Parade
 - Nominating

TAKE TIME FOR A CLUB CHECKUP



Good 4-H Club Meetings Are the Result of:

- Efficient leadership. Youths and adults should be partners in leading 4-H club meeting. Adults coach and guide youth of all ages to become leaders.
- Adequate facilities and space arrangements.
- Well-planned educational programs. Programs should provide opportunities for community service, learning by doing, and youth leadership.
- Active and involved members.

Use this questionnaire for your club's annual checkup. It will help you measure the strong and weak points of your club meetings. After you determine weak points, take steps to improve them.

Leadership	Always	Sometimes	Never
1. Do the officers prepare ahead of time for the meeting?	_____	_____	_____
2. Do the officers arrive early?	_____	_____	_____
3. Does the president start the meeting on time and keep the program moving?	_____	_____	_____
4. Are committees comfortable carrying out club business?	_____	_____	_____
5. Does the secretary present minutes of previous meetings and keep a record of each one?	_____	_____	_____
6. Does the treasurer keep accurate financial records and report at each meeting?	_____	_____	_____
7. Does the reporter take notes and send articles to local newspapers?	_____	_____	_____
8. Are the game and song leader prepared?	_____	_____	_____

Adults	Always	Sometimes	Never
1. Do club leaders consult with officers prior to each meeting?	_____	_____	_____
2. Do adult leaders officer guidance in club decisions, but allow youth to take the lead?	_____	_____	_____
3. Do project leaders help prepare members for demonstrations, exhibits and contests?	_____	_____	_____
4. Do adults help youth lead club activities without taking over?	_____	_____	_____

Committees

1. Do members lead committees with adults in helping role?	_____	_____	_____
2. Do committees meet early to plan for programs and activities?	_____	_____	_____
3. Do committees take action on plans and report on progress?	_____	_____	_____
4. Does the program committee follow up by:	_____	_____	_____
a. Notifying participants of their part in the program?	_____	_____	_____
b. Reminding members of events?	_____	_____	_____
5. Do members introduce speakers?	_____	_____	_____
6. Are thank-you notes sent?	_____	_____	_____

Programs

1. Was the program planned for the entire year and given to members by January 1?	_____	_____	_____
2. Were members' interest considered in planning the program?	_____	_____	_____
3. Do club programs address issues that are important to members and their families?	_____	_____	_____
4. Do club programs help members serve their community?	_____	_____	_____
5. Are the programs planned to help the club achieve its goal?	_____	_____	_____
6. Was the program planned by members with adults in helping roles?	_____	_____	_____
7. Are the programs interesting and hands-on?	_____	_____	_____
8. Do all members have a chance to participate in the program sometime in the year?	_____	_____	_____
9. Does the program provide time for members to have fun and enjoy each other's company?	_____	_____	_____
10. Is there planned recreation at every meeting?	_____	_____	_____

Members	Always	Sometimes	Never
1. Do most members attend regularly?	_____	_____	_____
2. Are absent members contacted and encouraged to come?	_____	_____	_____
3. Do members arrive on time?	_____	_____	_____
4. Is every member appointed to a committee?	_____	_____	_____
5. Do members participate in club activities when scheduled to do so?	_____	_____	_____
6. Does every member have a job that allows them to contribute to the club's success?	_____	_____	_____
7. Are members friendly, especially to new members and visitors?	_____	_____	_____
8. Are get-acquainted activities planned early in the club year?	_____	_____	_____
9. Do all members take part in the business meeting?	_____	_____	_____
10. Do members have an opportunity to help set club goals and achieve them?	_____	_____	_____

Arrangements	Always	Sometimes	Never
1. Is the space adequate for the meeting?	_____	_____	_____
2. Are lighting, heating and ventilation good?	_____	_____	_____
3. Is the seating arrangement satisfactory? (everyone should easily be able to see the president and members of the program?)	_____	_____	_____
4. Is the room arranged and set up before the members arrive for the meeting?	_____	_____	_____
5. Is the meeting room clean?	_____	_____	_____
6. Are all the necessary equipment and supplies on hand?	_____	_____	_____
7. Is the meeting room cleaned after the meeting?	_____	_____	_____