

Sample Agenda

4-H Youth Development Council Meeting

- I. Call Meeting to Order. – President
Purpose: To establish a business atmosphere.
- II. Introduction and Attendance.
Purpose: To ensure that everyone in attendance knows each other.
- III. Council Development
Purpose: To encourage continuous development of council members.
- IV. Secretary's Report
Purpose: To share a complete and accurate account of the previous meeting.
- IV. Adoption of Agenda
Purpose: To confirm a plan for the meeting's activities and to allow those who need to bring issues to the council's attention to understand the appropriate time during the meeting.
- V. Treasurer's Report
Purpose: To share a record of financial activity since the last meeting and to note the council's financial status.
- VI. Committee Reports (may include):
 - A. Program Planning
 - B. Expansion and Review
 - C. Budget and Finance
 - D. Volunteer Staff Development
 - E. Marketing & Recognition
 - F. Nominating**Purpose:** To present a brief summary of committee work and achievements.
- VII. Educator Report
Purpose: To be updated on communications from the 4-H Youth Development Extension Educator.
- VIII. Unfinished Business
Purpose: To address issues needing action that were reported in the minutes of the last meeting.
- IX. New Business
Purpose: To bring before the 4-H Youth Development Council new issues that need attention and/or action.
- X. Acknowledgements and Announcements
Purpose: To share communications received and learn about program highlights.
 - A. Thank-you notes
 - B. Flyers announcing possible programs
 - C. Date, time, and place of next meeting
 - D. 4-H program highlights (members, sponsors, volunteers share highlights)
- XI. Adjournment