The 4-H Business Meeting

Agenda Planner

Name of Club_____
Date _____

1. Call to order (President)
2. Opening Ritual (Vice President and Song or Recreation Leader
3. Roll Call (Secretary)
4. Introduction of Guests (President)

Guest Names

_____ _____

_____ _____

5. Minutes of Previous Meeting (Secretary)
6. Treasurer's Report (Treasurer)
7. Reports oof Committees – List committees and names of those reporting:

_____ Report by _____

_____ Report by _____

8. **Old business - List topics to be discussed:**

1. _____
2. _____
3. _____
4. _____

9. **New business - List topics to be discussed:**

1. _____
2. _____
3. _____
4. _____

10. Appointment of committees (President)
11. Closing ritual (Vice President)
12. Adjournment (President)