



## Conducting the 4-H Club Business Meeting

- ★ Order of Business - Agenda
- ★ Meeting is called to order by the President
- ★ Pledges
- ★ Introductions
- ★ Roll Call
- ★ Secretary reads the minutes
- ★ Secretary reads correspondence
- ★ Treasurer gives financial report, (approval of bills and money expended)
- ★ Committee reports are given
- ★ President calls for unfinished (old) business
- ★ President calls for new business
- ★ Announcements by club leaders
- ★ Adjournment

