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# Evaluating Your Meeting Leadership

Name \_\_\_\_\_ Club \_\_\_\_\_

Meeting date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

After a meeting that you chaired, rank yourself on each of the following items. Discuss these with your leader and decide on ways to improve.

1. I prepared a meeting agenda ahead of time.
2. I reviewed the agenda with the club at the beginning of the meeting.
3. I started the meeting on time.
4. We said the Pledge of Allegiance and the 4-H pledge.
5. All visitors were introduced.
6. All club members were present.
7. Members were courteous to guests, leaders, and club officers.
8. I drew non-talkers into the discussion.
9. I kept the discussion on topic.
10. I periodically summarized the discussion.
11. I helped keep members interested, attentive, and enthusiastic.
12. I spoke clearly, distinctly, and loudly enough so everyone could hear.
13. I adjourned the meeting on time.
14. We had recreation that was fun and involved everyone.
15. The program gave everyone a chance to participate.
16. The program was fun and interesting for everyone.
17. The program provided an opportunity for learning.

Great	OK	Not So Good

What will I do next time to improve?

\*Additional Meeting Evaluation Forms may be ordered from your county Extension office (publication 4-H 0355R).



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