

# Going Virtual: Running a Virtual Meeting



*It is a challenge to have meaningful interactions with our 4-H youth while restricted from face-to-face contacts, but with today's technology, our clubs can continue to be active and productive!*

## Keep it Moving: Agenda

All good meetings follow an agenda, and a virtual meeting is no different. Distribute agenda when you send link to meeting or screen share once meeting has begun. Use approximate times, and keep to the schedule as best as possible, allowing for youth to have time to socialize at the end of each meeting.

## Keep it Fun: Ice Breakers and Games

Find ways to engage 4-Hers and get them talking.

- **Scavenger Hunts:** Take a few minutes to do a scavenger hunt. Have members find things from their house and share. (Something that starts with a specific letter, something found under their bed, oldest thing in fridge)
- **Show and Tell:** Have member take 30-60 seconds to share something special to them. (Pet, photo, place in yard, game, song)
- **Poll Questions:** Share a question using the Poll feature. Sample Questions include: If you could be any animal, what would it be? Which super power would you like to have? What do you like to do on a rainy day?

## Keep it Official: Voting

With any meeting, decisions need to be made, necessitating the need to vote. Normal parliamentary procedure should still be maintained, and secretary should record results.

- **Roll Call Vote:** President calls on individuals and they verbally state their vote.
- **Chat Box:** Members type their vote in the chat box. Those who can not type in box can verbally cast vote.
- **Poll:** The meeting host has a poll question set up ahead of time that members can use to vote.
- **Reaction:** Members can click an icon to raise hand or physically raise hand during vote.

## Keep it Consistent: Parts of the Meeting

Try to have your virtual meeting and face-to-face meetings as similar as possible

- Start with the pledges
- Conduct a roll call using ice breaker question
- Have a program
- Have snacks and virtual game time

**For More Information on Virtual Club Meetings check out Arkansas 4-H at:**

<https://4h.uaex.edu/volunteers/club-resources.aspx>

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