



Organizational Meeting for New Extension Homemakers Club (Conducted by the County FCS Agent)

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1. Begin the meeting with an ice-breaker get acquainted activity. Discuss interests of members through a general discussion of what each person is interested in and what they would like to learn. This gives everyone an opportunity to participate, be recognized, and gives you an opportunity to determine what resources they may be bringing to the table. This may also help you to determine what additional training/educational opportunities that you could provide for these new members.
2. How club meeting is to be conducted (take packet). Packet should include yearbooks, secretary's book, membership form from AEHC website, FCS 376 and FCS 377, and MP475 "Pocket Guide to Parliamentary Procedure" for president.
 - (a) Discuss meeting times, places (how often, when and where).
 - (b) Yearbook as a guide (pass out yearbooks and generally review each month to have new members be familiar with contents).
 - (c) Go over typical business meeting (It may have been some time since some of the members were involved in club meeting settings. Going over the business meeting will make them feel more comfortable with the process.)
 - (d) Determine geographical boundaries (Explain about membership requirement, if boundaries are bi-racial.)
 - (e) Discuss dues (You may want to wait until you have elected a club treasurer and an account has been established before you have them handling funds. Dues and how they will be used should be discussed and agreed upon.)
 - (f) Complete Officer Roster FCS 376 and the Membership Roster FCS 377 from AEHC website. (Names, addresses and telephone numbers should be collected at this meeting. A copy will be given to the newly elected club secretary and a copy kept in the County Extension Office. As additional members are added, those names should be sent to the County Extension Office also.)
 - (g) Elect Officers (at this or the next meeting). Most clubs will have a President, Vice-President (Program Chair), Secretary, and Treasurer. You will also need specific program leaders within the club and these could be selected based on individual interest. Additional committee chairs could also be selected such as recreation, telephone, refreshment, special events, historian, yearbook, etc. It would be good if everyone in the club had some form of responsibility.
 - (h) As a 501c3 tax exempt organization, every club needs an EIN Representative and an EIN number. The Treasurer or another designated person can serve as the EIN Rep. You should direct this person to the State EIN Rep for help in securing the club's EIN number. (EIN Rep can be found under the Executive Committee Tab.)

3. Discuss leader training opportunities and educational programs. Let the club members know what will be expected as far as leader training; how they will be notified; what happens if the leader misses training; what educational programs are already planned that they could participate in, etc. This could also be an excellent opportunity to talk about the annual reports that are completed and sent to state for recognition.
4. Explain and discuss the choice of a traditional or project club. Clubs can decide which they want to be.
5. FCS agent presents an interesting educational program at the first meeting.