

4-H Meetings via Zoom Best Practices – Volunteer Guide

As a 4-H volunteer, your job is to bring the group together, empower them, and create a space of safety for those individuals who maybe aren't as comfortable vocalizing themselves in this format.

Before the Meeting

When using Zoom, participants can join from a web browser. There also might be an app for their device. In the case of using an App, have them download it ahead of time.

Offer practice sessions ahead of time so families can get comfortable with the technology. Some of the controls may look different on different devices so it is important to practice on the device(s) they plan to use for meetings.

Things to practice:

- Locate the video control and explain how it works
- Locate the microphone, explain how to mute the microphone and how it works
- Understand the different views of participants, if it is an events council or club meeting suggest using gallery view so you can see most participants
- Locate Chat feature and explain how it works. Anyone joining after you have posted a chat message, will not be able to see an earlier chat. You may have to re share links or other things being shared.
- Explain if they get kicked off the system or out of the Zoom meeting room, to log back in.
- If participants cannot hear anything or people cannot hear them, they should exit and log back in.
- Instruct people that as they log in that there is often a pop-up message with instructions to check audio. This is a good step to follow to make sure all settings are correct.

When you schedule your Zoom meeting you may want to check the “mute participants upon entry” under Meeting Options.

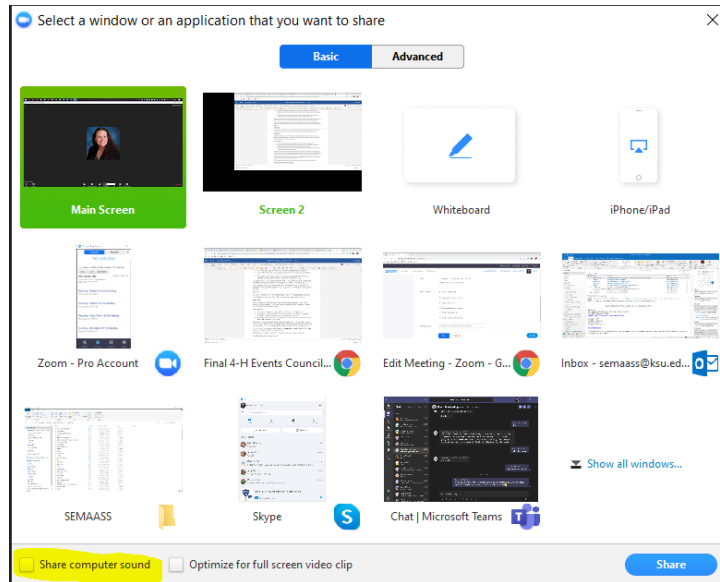
Send out a detailed agenda with as many specifics as possible ahead of time. When participants are prepared, the meeting will often go quicker, which is important in an online format for keeping people's attention.

Officer Team

Work with your officer team prior to the meeting so everyone knows what is expected of them and is comfortable with the tool. Discuss how motions, discussion, and voting procedures will work.

Meeting Time

Open Zoom meeting room 15 minutes early and encourage people to log on early to work out any system or connection problems. You may want to play music during these 15 minutes, which can be done through Zoom if you share your screen. You can do this by playing music on your computer and check the “Share computer sound” box before you share a designated screen (see image below).



At the beginning:

- It may be most helpful for the leader to share their screen with agenda, etc. You may consider adding the agenda items to PowerPoint slides. You can include a slide with the American Flag and another slide for the 4-H Flag to be shown during the pledges.
- Encourage participants to keep microphone muted until they want to speak – cuts down on background noise or set the Zoom to mute all participants as they arrive.
- Encourage everyone to use their video if available as it makes the meeting more personal and more like an actual face to face meeting.

At the beginning of the meeting, the president shares how motions, discussion and voting procedures will work. Zoom’s “Raise Your Hand” feature might be helpful (<https://support.zoom.us/hc/en-us/articles/205566129>). If there are items that the polling feature could be used for you can load those ahead of time. You cannot set up a poll once the zoom begins. For more information on how to set up a poll, go to <https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings>.

When asking for introductions or roll call, have the secretary actually call on people. The order that people appear on one monitor is not the same for everyone. Roll call may also be done using the chat box.

General tips for attending a virtual meeting:

1. Read the agenda and come prepared
2. Find a quiet area free from distraction to take an active part in the meeting
3. Test all technology (including camera/video, Wi-Fi, and screen sharing) *before* the meeting
4. Turn off all notifications and make sure your cell phone is on silent
5. Don’t stare at your phone while other people are presenting
6. Don’t interrupt other people when they’re speaking (or attempt to speak over them)
7. Don’t work on other tasks (like checking email) during the virtual meeting