

扶輪社  
行政管理  
委員會手冊

CLUB  
ADMINISTRATION  
COMMITTEE  
MANUAL



ROTARY INTERNATIONAL®

國際扶輪

本手冊為 2006 年版扶輪社行政管理委員會手冊。本手冊旨在供 2007-08、2008-09、2009-10 年度扶輪社各委員會使用。手冊內資訊的根據為模範扶輪社章程、建議扶輪社細則、國際扶輪章程、國際扶輪細則及扶輪政策彙編。2007 年立法會議或國際扶輪理事會對這些章程文件所作之改變應取代本書中所述之政策。

This is the 2006 edition of the *Club Administration Committee Manual*. It is intended for use by 2007-08, 2008-09, and 2009-10 club committees. The information in this publication is based on the Standard Rotary Club Constitution, the Recommended Rotary Club Bylaws, the Constitution of Rotary International, the Bylaws of Rotary International, and the Rotary Code of Policies. Changes to these documents, by the 2007 Council on Legislation or the RI Board, override policy as stated in this publication.

## 前言

扶輪社行政管理委員會手冊編製的目的，在協助你設定目標，並瞭解你在增加扶輪社效能的相關責任。一個有效的扶輪社能夠：

- 維持或增加其社員人數
- 成功推動計畫來因應其社區與其他國家之社區的需求
- 透過參與計畫與捐獻來支持扶輪基金會
- 培養能夠在扶輪社階層以上服務扶輪的領袖

根據扶輪社領導計畫，建議的扶輪行政架構應有以下 5 個常設委員會：

- 扶輪社行政管理
- 社員
- 公共關係
- 服務計畫
- 扶輪基金會

每個委員會都有一本手冊，內容簡介該委員會與責任，以及可用的資源、委員會特定的職責、與其他可支援你與委員會委員的相關資料。請將扶輪社行政管理委員會手冊中相關的部份影印並分發給各委員。也可自 [www.rotary.org](http://www.rotary.org) 免費下載本手冊。扶輪社職員資料袋 The Club Officers' Kit (225-EN) 也有這份手冊，可參考國際扶輪目錄購買。

### 扶輪社行政管理委員會主委

在地區講習會之前，請先閱讀本手冊，以便瞭解你的角色與責任。並請將本手冊攜帶至地區講習會作為參考。

在地區講習會，扶輪社領導人—包括扶輪社社長當選人與下屆秘書、財務、各委員會主委—將討論其角色與責任，訂定年度目標，並培養其來年的工作關係。

利用手冊事先填妥以下討論問題，以便在地區講習會中充分參與討論：

扶輪社行政管理委員會的角色是什麼？

你在這個角色的責任有哪些？

你如何鼓勵出席例會？

## Introduction

The *Club Administration Committee Manual* was developed to help you establish goals and understand your responsibilities related to increasing club effectiveness. An effective Rotary club is able to:

- Sustain or increase its membership base
- Implement successful projects that address the needs of their community and communities in other countries
- Support The Rotary Foundation through both program participation and financial contributions
- Develop leaders capable of serving in Rotary beyond the club level

Under the Club Leadership Plan, the recommended administrative structure of Rotary Clubs has the following five standing committees:

- Club administration
- Membership
- Public relations
- Service projects
- Rotary Foundation

Each committee has a manual which provides an overview of the committee and its responsibilities as well as available resources, specific committee duties, and other relevant materials to support you and your committee members. Copy related sections of the *Club Administration Committee Manual* and distribute to committee members. Additional copies of this manual can be downloaded for free at [www.rotary.org](http://www.rotary.org). The *Club Officers' Kit* (225-EN), including this manual, can be purchased through the *RI Catalog*.

### Club Administration Committee Chair

Before the district assembly, review this manual in order to understand your role and responsibilities. Bring it to your district assembly to use as a reference.

At the district assembly, club leaders, including the club president-elect and the incoming secretary, treasurer, and committee chairs, will discuss their role and responsibilities, work on annual goals, and develop their working relationship for the coming year.

Complete the following discussion questions in advance to fully participate in the discussions at the district assembly:

What is the role of the club administration committee?

What are your responsibilities in this role?

How can you encourage regular attendance?

你應該規劃哪些例會節目？

要如何協助委員會委員更有效服務？

你的長期目標與年度目標是什麼？

### **建議？**

如果你對本手冊或國際扶輪社任何訓練資料有疑問或指教，請直接聯絡：

國際扶輪領導人教育及訓練處

Leadership Education and Training Division

Rotary International

One Rotary Center

1560 Sherman Avenue

Evanston, IL 60201-3698 USA

電子郵件地址：leadership.training@rotary.org

電話：847-866-3000

傳真：847-866-0974

What types of weekly programs should you plan?

How can you help committee members serve effectively?

What are your long-range and annual goals?

### **Comments?**

If you have questions or comments about this manual or any of RI's training resources, please direct them to:

Leadership Education and Training Division

Rotary International

One Rotary Center

1560 Sherman Avenue

Evanston, IL 60201-3698 USA

E-mail: leadership.training@rotary.org

Phone: 847-866-3000

Fax: 847-866-0974

What types of weekly programs should you plan?

## 角色與責任

扶輪社只有透過有效運作，才能提供服務給社區、防止社員流失、並為扶輪社、地區與國際扶輪培養領導人。扶輪社領導計畫可協助扶輪社訂定有關延續、溝通與社員參與的標準程序。

### 角色

扶輪社行政管理委員會的工作在讓扶輪社能有效運作。

### 責任

扶輪社行政管理委員會有以下責任，將於本手冊中解釋：

- 進行與扶輪社有效運作相關的活動（參見有效能扶輪社規劃指南中有關扶輪社行政管理的部份）
- 協助扶輪社秘書追蹤出席狀況（參見「出席」）
- 籌備扶輪社每週例會與特別節目（參見「例會節目」與「每週例會議程範例」）
- 鼓勵社員間之聯誼（參見「聯誼活動」）
- 編製扶輪社社刊（參見「社刊」）

### 與其他委員會合作

扶輪社行政管理委員會應與以下扶輪社委員會合作以達成扶輪社目標：

- 社員委員會（歡迎新社員，確使他們知道扶輪社的政策與程序，協助他們參與扶輪社）
- 服務計畫委員會與扶輪基金委員會（在每週例會節目與扶輪社社刊中傳達未來的服務活動）
- 公共關係委員會（確使扶輪社社員知道扶輪社在社區獲得哪些宣傳以及社員如何協助）

### 小組委員會

扶輪社行政管理委員會可視其目標而定，設立下列小組委員會：

- 出席
- 社刊
- 社務服務
- 聯誼活動
- 雜誌
- 每週節目

## Role and Responsibilities

It is only through efficient club operations that a Rotary club can provide service to its community, retain members, and develop leaders for the club, district, and Rotary International. The Club Leadership Plan helps Rotary clubs develop standard procedures for continuity, communication, and Rotarian involvement.

### Role

The club administration committee conducts activities associated with the effective operation of the club.

### Responsibilities

The club administration committee has the following responsibilities, which are explained in this manual:

- Conducting activities associated with the effective operation of the club (see Club Administration Section of the *Planning Guide for Effective Rotary Clubs*)
- Helping the club secretary track club attendance (see Attendance)
- Organizing weekly and special programs (see Club Programs and Weekly Meeting Sample Agenda)
- Promoting fellowship among club members (see Fellowship Activities)
- Producing the club bulletin (see Club Bulletin)

### Working with Club Committees

The club administration committee should work with the following club committees to meet club administration goals:

- Membership committee (to welcome new members, ensure they know the club's policies and procedures, and help them become involved in the club)
- Service projects and Rotary Foundation committees (to relate weekly programs and the club bulletin updates to upcoming service activities)
- Public relations committee (to ensure that club members know what publicity the club receives in the community and how they can help)

### Subcommittees

Depending on the goals of your committee, it may have the following subcommittees:

- Attendance
- Club bulletin
- Club Service
- Fellowship activities
- Magazine
- Weekly program

針對扶輪雜誌月 Magazine Month (4月) 與家庭月 Family Month (12月) 來規劃每週例會節目與活動  
Plan weekly meetings and activities in observance of Magazine Month (April) and Family Month (December).

## 內容

如有需要，將這些資料複製分發給委員會委員。

扶輪社行政管理資源 第 5-6 頁

扶輪社行政管理委員會主委 第 7-10 頁

有效能扶輪社規劃指南中的扶輪社行政管理部份 第 11-12 頁

出席 第 15-16 頁

例會節目 第 17-18 頁

每週例會議程範例 第 19 頁

聯誼活動 第 20 頁

社刊 第 21-22 頁

## Contents

Copy and distribute these information sheets to committee members as needed.

Club Administration Resources 5-6

Club Administration Committee Chair 7-10

Club Administration Section of the *Planning Guide for Effective Rotary Clubs* 11-12

Attendance 15-16

Club Programs 17-18

Weekly Meeting Sample Agenda 19

Fellowship Activities 20

Club Bulletin 21-22

## 扶輪社行政管理資源

### 資料資源

下列出版品可利用國際扶輪目錄 RI Catalog (019-EN) 或自 [www.rotary.org](http://www.rotary.org) 下載。

- 『扶輪社秘書手冊』Club Secretary's Manual (229-EN) — 扶輪社職員資料袋 Club Officer's Kit (225-EN) 其中一份文件，概述扶輪社秘書的責任、以及扶輪社財務所扮演的角色。
- 總監月報 Governor's Monthly Letter — 由地區總監寄出的月報，其目的為將訊息告知扶輪社領導人並鼓勵他們，以及表彰扶輪社表現優良的社員。
- 『程序手冊』Manual of Procedure (035-EN) — 由立法行動、國際扶輪理事會、扶輪基金會保管委員會所制定的國際扶輪與其基金會的政策及程序。每隔 3 年在立法會議召開後發行。包含國際扶輪章程文件。
- 『公式名錄』Official Directory (007-EN) — 國際扶輪與扶輪基金會職員、各委員會、特別任務小組、與秘書處辦事員的聯絡資訊；全世界各地區及總監的名單；按字母順序列出區內的扶輪社名單，包括聯絡資訊。
- 『有效能扶輪社規劃指南』Planning Guide for Effective Rotary Clubs — 扶輪社評估與設定目標的工具，可用於訂定扶輪社行政管理委員會的目標（參見第 11-12 頁）
- 『建議扶輪社細則』Recommended Rotary Club Bylaws 與『模範扶輪社章程』Standard Rotary Club Constitution — 目前版本請參閱 [www.rotary.org/support](http://www.rotary.org/support)。
- 『扶輪世界』Rotary World (050-EN) — 每季出版，供扶輪社與地區領導人閱讀。
- 『英文扶輪月刊』The Rotarian (或扶輪地域雜誌) — 國際扶輪的公式月刊，報導扶輪社與地區計畫、國際扶輪理事會決策、以及國際扶輪會議。此外，全世界總共有 23 種語言的 30 種地域雜誌服務全球的扶輪社員。
- 『視覺識別格式手冊』Visual Identity Style Manual (547-EN) — 扶輪各階層出版品設計及如何正確使用扶輪標誌及扶輪徽章的參考模範。

### 扶輪網站 [www.rotary.org](http://www.rotary.org)

國際扶輪網站提供有關扶輪各方面的線上資源與最新資料。你可以免費下載的出版品，利用線上目錄訂購，也可查詢任何扶輪社的例會時間與地點。



[www.rotary.org/support](http://www.rotary.org/support) — 供扶輪社職員參考的資源，包括最新版的『建議扶輪社細則』與『模範扶輪社章程』。



[www.rotary.org/support](http://www.rotary.org/support) — Resource for club officers, including the most up-to-date versions of the Recommended Rotary Club Bylaws and Standard Rotary Club Constitution.

### 點選：

- Downloads 下載 — 可供免費下載的出版品與表格。

### 關鍵字搜尋：

- Recognition programs 表彰計劃 — 國際扶輪與扶輪基金會獎項與表彰計畫，包括四大服務獎與社長獎。

## Club Administration Resources

### Informational Resources

Order publications from the *RI Catalog* (019-EN), or download them at [www.rotary.org](http://www.rotary.org).

- *Club Secretary's Manual* (229-EN) — Component of the *Club Officers' Kit* (225-EN) that explains the responsibilities of the club secretary, as well as information about the role of the club treasurer.
- Governor's monthly letter — Letter sent by the district governor to inform and motivate club leaders and recognize excellence at the club level.
- *Manual of Procedure* (035-EN) — Policies and procedures of Rotary International and its Foundation established by legislative action, the RI Board of Directors, and the Trustees of The Rotary Foundation, issued every three years following the Council on Legislation. Contains the RI constitutional documents.
- *Official Directory* (007-EN) — Contact information for RI and Foundation officers, committees, task forces, and Secretariat staff; worldwide listing of districts and governors; alphabetical listing of clubs within districts, including contact information.
- *Planning Guide for Effective Rotary Clubs* — Club assessment and goal-setting tool used to plan the club administration committee goals (see pages 11-12).
- Recommended Rotary Club Bylaws and Standard Rotary Club Constitution — Current versions available at [www.rotary.org/support](http://www.rotary.org/support).
- *Rotary World* (050-EN) — Newspaper published quarterly for Rotary club and district leaders.
- *The Rotarian* (or Rotary regional magazine) — RI's official monthly magazine, which reports on club and district projects, RI Board decisions, and RI meetings. In addition, 30 Rotary regional magazines in 23 languages serve Rotarians around the world.
- *Visual Identity Style Manual* (547-EN) — Guidelines for the design of publications at all levels of Rotary and the proper use of the Rotary Marks.

### [www.rotary.org](http://www.rotary.org)

The RI Web site provides online resources and up-to-date information on all aspects of Rotary. You can download free publications, shop the online catalog, and locate the meeting time and place of any Rotary club.

### Click on:

- Downloads — Publications and forms available for free download.

### Keyword search:

- Recognition programs — RI and Rotary Foundation awards and recognition programs, including the Four Avenues of Service Citation and the Presidential Citation.

## 人力資源

- 助理總監—獲派協助總監管理特定扶輪社的扶輪社員（聯絡資料請洽各地區）
- 國際扶輪扶輪社及地區支援代表 **RI Club and District Support representative**—國際扶輪世界總部或國際辦事處的辦事員，負責回答有關行政管理的問題，並將其他轉交給相關的國際扶輪與扶輪基金會辦事員（聯絡資料請參見 [www.rotary.org](http://www.rotary.org)）

## Human Resources

- Assistant governor — Rotarian appointed to assist the governor with the administration of designated clubs. (Request contact information from your district.)
- RI Club and District Support representative — Staff member at RI World Headquarters or international offices available to answer administrative questions and direct other inquiries to appropriate RI and Foundation staff. (Find contact information at [www.rotary.org](http://www.rotary.org).)

## 扶輪社行政管理委員會主委

身為貴委員會主委，你負責使貴委員會達到委員會與扶輪社的目標。

### 責任

在就職前，你有以下責任：

- 詳讀委員會手冊
- 出席地區講習會
- 詳讀貴社的細則，應包括貴委員會宗旨的資料
- 與社長當選人合作，根據專業能力與個人興趣來挑選委員會委員，並使其準備好接掌來年工作
- 運用 *有效能扶輪社規劃指南*，與社長當選人一起評估與建立扶輪社長期與年度目標
- 為貴委員會訂定行動計畫以達到年度目標

在擔任委員會主委這一年中，你有以下責任：

- 籌劃與舉辦委員會定期會議與活動
- 確使委員會各司其責
- 向扶輪社社長、理事會與全社報告委員會的活動與進度
- 與適當的地區委員會合作，推動跨社活動或計畫
- 表彰委員會委員的工作與努力

### 委員會委員

在扶輪年度開始前，和社長當選人合作挑選出缺的委員會委員並且召開籌劃會議。在可能範圍內，為求延續性，應指派委員會委員在同一委員會應連續服務 3 年。委員會委員應對扶輪有關扶輪社行政管理的政策有完整的知識。其他應列入考慮的重要特質包括：

- 注意細節
- 優秀的組織技巧
- 具備溝通與寫作技巧
- 擁有投計或出版經驗
- 具備使用電腦與網路的技能

扶輪社秘書與財務應為本委員會委員。扶輪社長為所有扶輪社委員會的當然委員。

要讓委員會委員準備就緒必須：

- 提供新委員有關委員會與其活動的資訊。
- 讓新委員與較有經驗的委員配對合作。
- 鼓勵與其他扶輪社的同僚建立聯繫（利用地區名錄）
- 瞭解貴委員會可用的資源。
- 給委員一張地區活動與會議一覽表。

## Club Administration Committee Chair

As the chair of your committee, you're responsible for ensuring your committee achieves committee and club goals.

### Responsibilities

Before taking office, you have the following responsibilities:

- Reviewing your committee's manual
- Attending the district assembly
- Reviewing your club's bylaws, which should contain information on your committee's purpose
- Working with the president-elect to recruit committee members based on their professional abilities and personal interests, and preparing them for the year
- Reviewing and establishing club long-range and annual goals with the president-elect using the *Planning Guide for Effective Rotary Clubs*
- Developing an action plan for your committee to achieve annual goals

During your year as committee chair, you have the following responsibilities:

- Planning and conducting regular committee meetings and activities
- Holding members accountable for the responsibilities they've accepted
- Reporting committee activities and progress to the club president and board of directors and the full club
- Cooperating with the appropriate district committee on multiclub activities or initiatives
- Recognizing committee members' work and efforts

### Committee Members

Work with the president-elect to select committee members to fill vacancies and conduct planning meetings before the start of the year. When feasible, committee members should be appointed to the same committee for three years for continuity. Committee members should have a thorough knowledge of Rotary policies about club administration. Other important characteristics to consider include:

- Attention to detail
- Organizational skills
- Communication and writing skills
- Design or publishing experience
- Computer and Internet skills

The club secretary and treasurer should be members of this committee. The club president serves as an ex officio member of all club committees.

To prepare committee members:

- Supply newer members with information on the committee and its activities.
- Pair new committee members with more experienced ones.
- Encourage networking with counterparts in other clubs (use the district directory).
- Know the resources available to your committee.
- Give members a list of district activities and meetings.

## 設定目標

*有效能扶輪社規劃指南 Planning Guide for Effective Rotary Clubs* 是一個設定目標的工具，可協助社長當選人與扶輪社委員會一起評估扶輪社的現況，並建立能支持該社長期目標的該年度的年度目標。這份規劃指南也可提供委員會達成目標的策略。針對每個建議設立的扶輪社委員會，這份規劃指南都有專屬的內容。在地區講習會中，你將有機會與貴社社長當選人和其他下屆扶輪社領導人一起使用這份規劃指南。一整年中也都可使用有效能扶輪社規劃指南來評估達成目標的進度。這份指南應定期評估，必要時亦可更新。

**建立有效的目標。**為了確保所建立的目標能確實反映委員會的能力與扶輪社的興趣，委員會目標應為：

- **分享的。**參與設定目標及訂定達到目標之策略者，都必須努力達成目標。在設定目標時須諮詢扶輪社領導人、扶輪社員與地區領導人。
- **可測量的。**目標應提供可追求的具體項目。
- **具挑戰性的。**目標應夠弘遠，足以超越貴社過去的成就。
- **可達成的。**扶輪社員應有能力以可用資源達成目標。比較你的目標與過去委員會和貴社已達成的目標。
- **時間明確的。**目標應有截止日期或時間表。

**訂定行動計畫。**和扶輪社領導人與委員會委員合作，訂定一個行動計畫，簡述達成每個目標所需的步驟。以下的步驟可以協助你訂定一個行動計畫：

- 為每個步驟訂定一個時間表。
- 決定執行每個步驟的負責人。
- 建立評估每個步驟進度與成功的標準。
- 考慮貴社、地區與國際扶輪可支持該目標的可用資源與工具。
- 在採取行動前先取得人力、資訊、與財力資源。
- 評估之前目標的成就與現有的計畫，有必要時做修正。
- 確保按預定規劃，持續穩定朝達成目標邁進。

**鼓勵委員會委員遵循行動計畫。**因為扶輪社員屬義工性質，專業上的成就動機可能無法成為他們在扶輪的動力。考慮每個委員的動機需求。一般動機包括：

- 相信目標可造福社區以及所屬的扶輪社、地區與扶輪
- 聯誼的機會
- 建立人脈的機會
- 相信目標是可達成的，計畫或活動將會成功
- 指派的工作具挑戰性或運用其專業知識
- 投入達成委員會目標的努力與時間獲得表彰

運用這些激勵因素可以協助委員更投入扶輪，並鼓勵持續參與扶輪社活動。

## Goal Setting

The *Planning Guide for Effective Rotary Clubs* is a goal-setting tool that helps the club president-elect work with club committees to assess the current state of the club and establish annual goals that support the club's long-range goals for the year. The planning guide also provides strategies that committees can use to achieve their goals. Each recommended club committee has a section in the planning guide. You'll have an opportunity to work on the planning guide with your club president-elect and other incoming club leaders during the district assembly. The *Planning Guide for Effective Rotary Clubs* can be used throughout the year to help measure progress toward established goals. It should be reviewed periodically and updated as needed.

**Establishing effective goals.** To ensure that the goals established accurately reflect committee capabilities and club interests, committee goals should be

- **Shared.** Those who participate in setting a goal and developing strategies to achieve that goal are committed to implementing it. Consult with club leaders, club members, and district leaders in setting a goal.
- **Measurable.** A goal should provide a tangible point to pursue.
- **Challenging.** A goal should be ambitious enough to go beyond what the club has accomplished in the past.
- **Achievable.** Rotarians should be able to accomplish the goal with the resources available. Compare goals to previous goals achieved by the committee and the club.
- **Time specific.** A goal should have a deadline or timeline.

**Developing an action plan.** Work with club leaders and committee members to develop an action plan that outlines the steps needed to achieve each goal. The following steps can help you develop an action plan:

- Establish a time frame for each step.
- Determine who is responsible for implementing each step.
- Establish the criteria for measuring progress and success for each step.
- Consider the resources and tools available from your club, district, and RI to support the goal.
- Secure human, informational, and financial resources before taking action.
- Evaluate the success of previous goals and your current plan, making modifications as necessary.
- Ensure steady progress is being made toward achievement of goals as envisioned.

**Motivating committee members to follow the action plan.** Because Rotarians are volunteers, what motivates them in their profession may not motivate them in Rotary. Consider the motivational needs of each committee member. Common motivators include:

- Belief that the goal will benefit the community and their club, district, and Rotary
- Opportunities for fellowship
- Opportunities for networking
- Belief that the goal is achievable and they will be successful
- Assignments that are challenging or use their expertise
- Recognition of efforts and time spent working toward committee goals

Using these motivating factors can help maintain member commitment to Rotary and encourages continued participation in club activities.

## 預算

在7月1日之前，和委員會與下屆扶輪財務一起決定貴委員會要達成目標所需求的金，也要考慮已規劃的募款活動。確保貴社的預算已納入貴委員會的資金需求。

監督貴委員會的資金、金錢往來、與報告，隨時注意貴委員會預算的使用狀況。定期與貴社的財務會面可確保在問題發生時能及早採取補救措施。

## 溝通

在年度開始之前，和其他扶輪社領導人一起訂定一個聯絡計畫，簡述你溝通的對象、時間、與方式，包括和下列人士的溝通：

- **委員會委員。**委員會應定期集會來評估與尋找可用的資源，討論現行的計畫與新提案，並擬定達成委員會與扶輪社目標的策略。
- **扶輪社。**向貴社社長、理事會、與所有社員，報告貴委員會的活動，包括行動計畫與達成目標的進度。
- **其他委員會。**一個委員會的工作往往涉及其他委員會。舉例來說，公共關係委員會增加社區對扶輪認識的工作，便會影響社員委員會招募社員的行動。有效的溝通將有助於委員會間協調其計畫與提案。
- **地區。**若貴委員會需要指導或資訊，請與地區同一委員會委員或助理總監聯繫。

## 其他資源

除了貴委員會的資源外，以下資源可協助你履行職責與回答委員會委員的問題：

### 資訊資源

利用 *國際扶輪目錄* (019-EN) 訂購出版品，或自 [www.rotary.org](http://www.rotary.org) 下載。

- **地區名錄 District Directory**-地區領導人名單與活動清單 (視地區是否有編訂而定)。
- 『扶輪政策彙編』 Rotary Code of Policies 與 『扶輪基金會政策彙編』 Rotary Foundation Code of Policies-國際扶輪理事會及扶輪基金會保管類會根據國際扶輪章程與細則所訂定的政策與程序，每次理事會或保管委員會集會後會修訂。
- 『模範扶輪社章程』 Standard Rotary Club Constitution-作為扶輪社運作架構的章程文件。

### 國際扶輪網站 [www.rotary.org](http://www.rotary.org)

國際扶輪網站提供有關扶輪各方面的線上資源與最新資料。你可以下載免費的出版品，利用線上目錄訂購，也可查詢任何扶輪社的例會時間與地點。

## Budget

Before 1 July, work with your committee and the incoming club treasurer to determine what funds your committee will need to achieve its goals. Also include any planned fundraising activities. Ensure your committee's financial needs are included in the club budget.

Provide oversight of committee funds, transactions, and reports, and be aware of the financial condition of your committee's budget at all times. By meeting regularly with your club's treasurer, you can take early corrective measures if issues arise.

## Communication

Before the start of the year, develop a communication plan with other club leaders that outlines with whom, when, and how you'll communicate, including communications with:

- **Committee members.** Committees should meet regularly to review and identify available resources, discuss ongoing projects and new initiatives, and develop strategies to achieve committee and club goals.
- **Your club.** Report your committee's activities, including action plans and progress toward goals, to your club's president, board, and all club members.
- **Other committees.** Often, the work of one committee affects the work of another. For example, the public relations committee's work to raise community awareness of Rotary may influence the membership committee's recruitment efforts. Effective communication will help committees work together to coordinate projects and initiatives.
- **Your district.** If your committee needs guidance or information, contact your district counterpart or your assistant governor.

## Additional Resources

In addition to your committee's resources, the following resources can help you fulfill your responsibilities and answer committee members' questions:

### Informational Resources

Order publications from the *RI Catalog* (019-EN), or download them at [www.rotary.org](http://www.rotary.org).

- **District directory** — Listing of district leaders and activities (if your district produces a directory).
- **Rotary Code of Policies and Rotary Foundation Code of Policies** — Policies and procedures established by the RI Board of Directors and the Trustees of The Rotary Foundation in support of the RI Constitution and Bylaws, revised following each Board or Trustees meeting.
- **Standard Rotary Club Constitution** — A constitutional document that is a framework for Rotary club operations.

### [www.rotary.org](http://www.rotary.org)

The RI Web site provides online resources and up-to-date information on all aspects of Rotary. You can download free publications, shop the online catalog, and locate the meeting time and place of any Rotary club.

點選：

- 扶輪社-地區支援 ([www.rotary.org/support](http://www.rotary.org/support)) -供扶輪社職員參考的資源，包括新版的『建議扶輪社細則』與『模範扶輪社章程』。

### 財務資源

- 個人或當地企業的捐獻
- 其他基金會的獎助金
- 扶輪基金會核發給扶輪社與地區人道計畫的獎助金

### 人力資源

除非另有說明，聯絡資料請洽貴地區。

- 貴地區其他扶輪社委員會主委-可協助支援貴社計畫與提案的扶輪領導人。
- 地區總監-負責指導讓貴社運作更有成效的國際扶輪職員。(聯絡資料參見公式名錄)
- 前任扶輪社委員會主委與扶輪社領導人-他們都是知識豐富的扶輪社員，可指導你進行年度規劃，也可派任他們領導委員會活動。
- 國際扶輪與扶輪基金會資源小組/特別任務小組 **resource groups/task forces**-由國際扶輪社長任命的扶輪社員團體，可協助扶輪社與地區推行社長工作重點。(聯絡資料參見公式名錄)

Click on:

- Club-District Support ([www.rotary.org/support](http://www.rotary.org/support)) — Resources for club and district officers, including the most up-to-date versions of the Recommended Rotary Club Bylaws and Standard Rotary Club Constitution.

### Financial Resources

- Funds from individual donors or local businesses
- Grants from other foundations
- Rotary Foundation grants for club and district humanitarian projects

### Human Resources

Unless otherwise noted, contact information is available from your district.

- Other club committee chairs in your district — Club leaders who can serve as a resource to help support your club's projects and initiatives.
- District governor — RI officer responsible for advising your club on strategies to make your club more effective. (Find contact information in the *Official Directory*.)
- Past club committee chairs and leaders — Knowledgeable Rotarians who can advise you as you plan your year and can be assigned to lead committee activities.
- RI and Rotary Foundation resource groups/task forces — Groups of Rotarians appointed by the RI president to assist Rotary clubs and districts with the presidential emphases. (Find contact information in the *Official Directory*.)

# 有效能扶輪社 規劃指南



『有效能扶輪社規劃指南』是協助扶輪社評估該社現況，訂定來年目標的工具。它是根據扶輪社領導計畫。請注意每個部份之下所列舉的策略乃反映出一般扶輪社為達成目標可能都會選擇的方法。鼓勵扶輪社在時機適當時研擬其他替代策略來達成其目標。社長當選人應與扶輪社合作填寫這份表格，並在 7 月 1 日之前送交一份給助理總監。

微軟 Word 版之『有效能扶輪社規劃指南』可在 [www.rotary.org](http://www.rotary.org) 下載。

## 扶輪社行政管理

### 現況

扶輪社理事會多久開會一次及何時開會？ \_\_\_\_\_

扶輪社社務行政會議何時舉行？ \_\_\_\_\_

貴社預算如何編製？ \_\_\_\_\_ 它是否經過合格會計師之獨立檢查？ \_\_\_\_\_

貴社是否已訂定長期計畫？ \_\_\_\_\_

貴社是否已擬定一套關於理事會、各委員會等的領導延續性的制度？ \_\_\_\_\_

貴社是否已擬定一套制度以使所有社員參與扶輪社？ \_\_\_\_\_

貴社是否扶輪社使用事務人口 Member Access（在 [www.rotary.org](http://www.rotary.org)）來更新社員名單？ \_\_\_\_\_

貴社社刊多久出版一次？ \_\_\_\_\_

請描述每週例會節目如何籌畫：

貴社的網站多久更新一次？ \_\_\_\_\_

貴社是否遵照扶輪行事曆舉辦特別月，例如扶輪基金月及雜誌月？ \_\_\_\_\_

貴社多久舉辦一次聯誼活動？ \_\_\_\_\_

貴社如何使扶輪社員的家人參與？ \_\_\_\_\_

### 未來狀況

你做了哪些計劃來達成貴社的行政管理任務？（在適當項目打勾）

已安排定期的理事會會議日期。

貴社的長期及通訊計畫將更新。

已經安排 \_\_\_\_\_ 次社務行政會議，日期如下： \_\_\_\_\_  
（數字） （日期）

本社已採用最新版的建議扶輪社細則，或已（根據每次立法會議後之建議）修改本社細則。

扶輪社選舉將於 \_\_\_\_\_ 舉行。  
（日期）

- 本社至少將派遣\_\_\_\_\_名代表出席地區年會。  
(數字)
- 本社將製作社刊，以提供資訊給社員。
- 本社網站每年將更新\_\_\_\_\_次。  
(數字)
- 已擬定一項計畫來籌備有意思且切題的每週例會節目。
- 本社將使用國際扶輪扶輪社行政管理軟體 (RI-CAS) 或類似軟體以協助行政管理活動。
- 每月出席數字將在次月的\_\_\_\_\_日之前報告地區領導人。  
(數字)
- 本社將利用「社員事務入口」維持扶輪社紀錄(每年 6 月 1 日及 12 月 1 日之前，以保證半年報告的精確性)。
- 社員更動將在\_\_\_\_\_日內向國際扶輪報告。  
(數字)
- 應向國際扶輪提出的報告，包括半年報告，將如期完成。
- 本年度已為所有扶輪社社員規劃下列聯誼活動：
  
- 其他 (請說明)：

行動步驟：

# PLANNING GUIDE FOR EFFECTIVE ROTARY CLUBS



Rotary International

The *Planning Guide for Effective Rotary Clubs* is a tool to help clubs assess their current state and establish goals for the coming year. It is based on the Club Leadership Plan. The strategies listed in this section are common ways clubs might choose to pursue club administration goals. Clubs are encouraged to develop alternative strategies to achieve their club administration goals when appropriate.

Download a Microsoft Word version at [www.rotary.org](http://www.rotary.org).

## CLUB ADMINISTRATION

### Current State

How often and when does the club board meet? \_\_\_\_\_

When are club assemblies held? \_\_\_\_\_

How is the club budget prepared? \_\_\_\_\_ Is it independently reviewed by a qualified accountant? \_\_\_\_\_

Does the club have a long-range plan in place? \_\_\_\_\_

Has the club developed a system for continuity of leadership on its board, committees, etc.? \_\_\_\_\_

Has the club developed a system for keeping all members involved in the club? \_\_\_\_\_

Does the club use Member Access on [www.rotary.org](http://www.rotary.org) to update its membership list? \_\_\_\_\_

How often is the club's bulletin published? \_\_\_\_\_

Describe how weekly club programs are organized:

How often is the club's Web site updated? \_\_\_\_\_

Does your club observe the special months of the Rotary calendar, such as Rotary Foundation Month and Magazine Month? \_\_\_\_\_

How often does your club conduct fellowship activities? \_\_\_\_\_

How does the club involve the families of Rotarians? \_\_\_\_\_

### Future State

What plans have you made to carry out the administrative tasks of the club? (check all that apply)

- Regular board meetings have been scheduled.
- The club's long-range and communication plans will be updated.
- \_\_\_\_\_ club assemblies have been scheduled on the following dates: \_\_\_\_\_  
(number)
- The club has either adopted the latest version of the Recommended Rotary Club Bylaws or revised its own bylaws (recommended after each Council on Legislation).
- Club elections will be held on \_\_\_\_\_.  
(date)
- At least \_\_\_\_\_ delegates will be sent to the district conference.  
(number)
- A club bulletin will be produced to provide information to club members.

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- The club's Web site will be updated \_\_\_\_\_ times per year.  
(number)
- A plan has been developed to have interesting and relevant weekly club programs.
- RI Club Administration Software (RI-CAS) or similar software will be used to assist with administration activities.
- Monthly attendance figures will be reported to the district leadership by the \_\_\_\_\_ day of the following month.  
(number)
- Member Access will be used to maintain club records (by 1 June and 1 December to ensure accurate semiannual reports).
- Membership changes will be reported to RI within \_\_\_\_\_ days.  
(number)
- Reports to RI, including the semiannual report, will be completed on a timely basis.
- The following fellowship activities for all club members are planned for the year:
  
- Other (please describe):

**Action steps:**

## 出席

出席是任何成功扶輪社的主要指標。因為出席率下滑往往意味著有更嚴重的問題，應盡快採取行動來逆轉這種趨勢。

### 鼓勵出席

可用以下方式鼓勵定期出席：

- 和扶輪社社長合作，確保每週例會都與所有扶輪社員有關。
- 鼓勵例會缺席的扶輪社員補出席。
- 向新社員與其輔導員強調出席的重要。
- 設計一份問卷來瞭解社員無法出席例會的原因。
- 表彰出席記錄優良的社員。

務必以電話或其他方式聯繫連續缺席 3 次的社員，提醒他們連續 4 次缺席便可能會遭終止社籍。

### 出席準則

扶輪社秘書是追蹤與報告出席紀錄的主要負責人。扶輪社行政管理委員會可協助確保所有社員都瞭解以下適用扶輪社的出席準則：

- 每位社員應出席例會。
- 社員出席例會時間達百分之六十視為出席。
- 社員可在例會之前或之後 14 天之內用以下方式補出席：
  - 出席另一扶輪社例會，且時間達百分之六十
  - 應扶輪社之命，出席扶輪青年服務團、扶輪少年服務團、或扶輪社區服務團之例會
  - 出席國際扶輪年會、立法會議、國際講習會、或任何國際扶輪前任、現任、及下任職員會議
  - 在另一扶輪社例會舉行的時間與地點為參加此一會議而出席該社的例會，但該社卻未集會
  - 出席且參與由扶輪社理事會授權之扶輪社服務計畫或扶輪社辦理之社區活動或會議
  - 出席理事會會議，或經理事會授權而出席該社員被派任之服務委員會的會議
  - 參與扶輪社網站上平均需要參與 30 分鐘的互動式活動
- 在例會期間，如社員有以下狀況可視為補出席：
  - 正往返前任、現任、或下任國際扶輪職員的正式會議
  - 以國際扶輪職員或委員會之委員或扶輪基金會保管委員身分從事扶輪服務
  - 在偏遠地方參與地區、國際扶輪、或扶輪基金會主辦之服務計畫
  - 參與扶輪社理事會授權之扶輪事務，以致妨礙其出席例會

## Attendance

Attendance is a key measure of any successful club. Because falling attendance rates often indicate a larger problem, an adverse trend should be identified and addressed as quickly as possible.

### Encouraging Attendance

Promote regular attendance with the following methods:

- Work with the club president to ensure that weekly meetings are relevant to club members.
- Encourage members to make up missed meetings.
- Stress the importance of attendance to new members and their mentors.
- Devise a questionnaire to determine why members fail to attend weekly meetings.
- Recognize members with exemplary attendance records.

It is critical to call or contact members with three absences in a row to remind them that a fourth absence may lead to termination.

### Attendance Guidelines

The club secretary has primary responsibilities for tracking and reporting attendance. The club administration committee can help by ensuring all club members know the following attendance guidelines for all Rotary clubs:

- Every member should attend regular club meetings.
- A member is considered present if in attendance for at least 60 percent of the meeting.
- A member can make up absences 14 days before or after the usual meeting time by doing one of the following:
  - Attending at least 60 percent of a regular meeting at another Rotary club
  - At the direction of the club, attending a regular meeting of a Rotaract club, Interact club, or Rotary Community Corps
  - Attending the RI Convention, Council on Legislation, International Assembly, or any other Rotary meeting of past, present, or future officers of RI
  - Being present at the usual meeting time and place of another club, even if the club is not present
  - Attending and participating in a club service project or a club-sponsored community event or meeting authorized by the club's board
  - Attending a meeting of the club's board, or, if authorized by the board, a meeting of a service committee to which the member is assigned
  - Participating in an interactive activity requiring an average of 30 minutes of participation on a club Web site
- An absence is also considered made up if the member is
  - Traveling to or from an official Rotary meeting of past, present, or future officers of RI
  - On official Rotary business serving as an officer or member of a committee of RI or a trustee of The Rotary Foundation
  - Engaged in a service project sponsored by a district, RI, or the Foundation in a remote area
  - Engaged in Rotary business authorized by the club board that precludes attendance at the club meeting

- 扶輪社員如有以下原因可准予免出席：
  - 其缺席符合理事會核准之條件及情況。
  - 該社員之年齡加上在一社或多社之社員年資達 85 年，且已用書面向扶輪社秘書表達免出席之期望，並經理事會同意。
  - 該社員目前為國際扶輪之現任職員。

### 出席報告

與貴社秘書合作，將每個月出席報告在每個月最後一次例會後 15 天內寄交地區總監。未劃分地區的扶輪社必須將出席報告交予國際扶輪。

任何准予免出席之社員，於計算出席時不列入本社社員人數。因年齡與扶輪年資總和達 85 年或以上而准予免出席者，其缺席或出席亦不列入計算。

### 終止社籍

扶輪社員的社籍如有下列一或多項情形，除非理事會做出例外決定，將予以終止：

- 逾規定期限 30 天仍未繳交社費
- 未能於上半年及下半年各至少出席或補出席百分之六十之例會
- 未能於上半年及下半年各至少出席貴社百分之三十之例會
- 連續 4 次缺度或未補出席例會，且未經理事會同意者

- A member's absence can be excused for the following reasons:
  - Absence complies with the conditions and circumstances approved by the club's board.
  - The member's combined age and years of club membership (in one or more clubs) equals at least 85, and the member has notified the club's secretary in writing of the desire to be excused from attendance and has received approval from the board.
  - The member is a current RI officer.

### Attendance Reports

Work with your club secretary to forward monthly attendance reports to your governor within 15 days of the last meeting of each month. Nondistricted clubs must forward attendance reports to Rotary International.

Any member whose absences are excused should not be included in the membership figures to compute the club's attendance. Any member whose absences are excused due to their age and years in Rotary totaling 85 years or more should not be included in the membership figures used to compute the club's attendance.

### Termination of Membership

A Rotarian's membership shall be subject to termination for one or more of the following reasons, unless the board makes an exception:

- Failure to pay dues within 30 days
- Failure to attend at least 60 percent of regular club meetings in each half of the Rotary year
- Failure to attend at least 30 percent of your club's regular meetings in each half of the Rotary year
- Missing and failing to make up four consecutive regular club meetings, without the con-sent of the board

## 例會節目

例會節目應提供社員必要的資訊與鼓勵，讓社員更有意願參與扶輪社、社區及世界的服務活動。要確使例會有成效且籌劃完備必須：

- 為每次例會擬定一份議程。
- 事先規劃節目。
- 讓節目與扶輪社目前進行的計畫與活動以及關注的議題相關。
- 讓各委員會輪流負責安排節目。
- 在特殊節目、星期、月份安排特別節目。
- 準備應變計劃以防安排的節目因故取消。

扶輪社員都很忙碌，他們的時間都很寶貴，因此確使例會能準時開始與結束。例會若經過細心籌劃而且安排引發興趣及和社員相關的節目，可以增進社員個人的扶輪知識、強調繼續擔任社員的價值、並且使社員更加認識自己當地的及全世界的社區。

### 扶輪行事曆

扶輪行事曆可作為籌劃例會節目的理想架構。在年度開始時，介紹新的國際扶輪主題。在地區講習會、地區年會、以及國際扶輪年會等活動舉辦時討論這些活動。你也可以針對下列特殊扶輪節慶同步規劃節目：

7 月	未指定	July	No Rotary designation
8 月	社員及擴展月	August	Membership and Extension Month
9 月	新世代月	September	New Generations Month
10 月	職業服務月	October	Vocational Service Month
11 月	扶輪基金月 11 月 5 日那一週：世界扶輪少年服務團週	November	Rotary Foundation Month Week including 5 November: World Interact Week
12 月	家庭月	December	Family Month
1 月	扶輪理解推行月	January	Rotary Awareness Month
2 月	世界瞭解月 2 月 23 日：世界瞭解及和平日／扶輪週年紀念日	February	World Understanding Month 23 February: World Understanding and Peace Day/Rotary's anniversary
3 月	識字月 3 月 13 日那一週：世界扶輪青年服務團週	March	Literacy Month Week including 13 March: World Rotaract Week
4 月	雜誌月	April	Magazine Month
6 月	扶輪聯誼月	June	Rotary Fellowships Month

## Club Programs

Develop weekly club programs that provide club members with the information and motivation necessary to increase their participation in activities that serve the club, the community, and the world. To ensure that weekly meetings are effective and well planned:

- Develop an agenda for each regular weekly meeting (see Weekly Meeting Sample Agenda).
- Schedule programs in advance.
- Relate programs to current club projects, activities, and concerns.
- Rotate the responsibility of arranging programs among club committees.
- Arrange special observance dates, weeks, and months.
- Prepare contingency plans in case scheduled programs are canceled.

Club members are busy individuals whose time is valuable, so ensure meetings begin and end on time. Organized meetings that feature interesting, relevant programs will enhance members' personal Rotary knowledge, reinforce the value of continued membership, and make members aware of their local and world community.

### Rotary Calendar

The Rotary calendar provides a natural framework for planning weekly meetings. At the beginning of the year, introduce the new RI theme. Discuss events such as the district assembly, district conference, and the RI Convention as they occur. You can also plan programs to occur at the same time as these special Rotary year observances:

## 社務行政會議

社務行政會議是扶輪社全體社員，包括扶輪社職員、理事、及各委員會主委的會議。社務行政會議是討論貴社計畫與活動以及教育社員的機會。尤其要鼓勵新社員出席社務行政會議以瞭解貴社的運作。請與扶輪社社長合作來籌辦社務行政會議。

社務行政會議讓社員可以

- 設定目標與擬定行動計畫
- 協調各委員會活動
- 瞭解扶輪社行動計畫的實施狀況
- 進行非正式的討論，刺激產生創新的解決方法
- 更加瞭解扶輪及其計畫
- 檢討貴社的優點與弱點

相關的討論議題包括：

- 年度目標與長期目標
- 服務計畫與扶輪社活動
- 社員成長與保留策略
- 地區年會或其他地區會議及國際扶輪會議
- 扶輪計畫
- 在開放論壇提出的任何主題

全年度舉行4至6次社務行政會議最有成效。許多扶輪社按月舉行社務行政會議。

## Club Assembly

A club assembly is a meeting of all club members, including officers, directors, and committee chairs. Club assemblies are an opportunity to discuss your club's programs and activities and educate members. New members particularly should be encouraged to attend club assemblies to learn about the workings of your club. Work with the club president to organize club assemblies.

Club assemblies allow club members to

- Set goals and develop action plans
- Coordinate committee activities
- Understand how the club's action plans are implemented
- Participate in informal discussions that stimulate creative solutions
- Learn more about Rotary and its programs
- Review your club's strengths and weaknesses

Relevant topics for discussion include:

- Annual and long-range goals
- Service projects and club activities
- Membership growth and retention strategies
- District conference or other district and RI meetings
- Rotary programs
- Any topic raised in an open forum

Four to six club assemblies during the year may be the most effective number. Many clubs hold monthly assemblies.

## 每週例會議程範例

## Weekly Meeting Sample Agenda

請視貴社需求而修改下列例會議程。

Adapt this sample agenda to the needs of your club.

開始	結束	建議時間	活動
		5 分鐘	<b>宣佈會議開始</b> 根據當地習慣
		30 分鐘	<b>用餐與聯誼時間</b>
		20 分鐘	<b>社長時間</b> 介紹來訪社員及來賓 宣讀信函及公告事項：報告相關的扶輪知識，及分享任何其他有關的公告事項和注意事項。 委員會報告：讓各委員會主委報告與該委員會相關的活動。 社務報告：針對全社事務投票，並報告全社計畫的進度。(避免討論一些較適合在委員會會議、社務行政會議、或理事會會議討論的細節。) 在處理新社務之前結束原先待決的社務。
		30 分鐘	<b>節目</b> (負責節目的委員會主委) 介紹主講人 主講人演講 社長致閉會詞
		5 分鐘	<b>散會</b>

Start	Finish	Suggested Duration	Activity
		5 min.	Meeting Call to Order According to local custom
		30 min.	Meal and Fellowship Period
		20 min.	President's Time Introduction of visiting Rotarians and guests Correspondence and announcements: Present relevant Rotary information, and share any other pertinent announcements and reminders. Committee reports: Allow committee chairs to make any relevant re-ports of their activities. Club business: Vote on matters before the club, and report progress made on clubwide projects. (Avoid discussing details more properly discussed at committee meetings, club assemblies, or club board meetings.) Finish pending club business before addressing new business.
		30 min.	Program Introduction of speaker (by chair of committee responsible for program) Speaker's presentation Closing remarks by president
		5 min.	Adjournment

## 聯誼活動

聯誼活動讓社員保持活力並在扶輪社的活動與計畫中合作。聯誼不能只是一年舉辦一次或二次的活動，而應該是每項扶輪社會議、計畫及活動的固定項目。可透過下列方式來增進社員的聯誼：

- 在會議中佩戴名牌牌容易相互介紹。
- 安排座位輪調，確保社員彼此認識。
- 在社刊刊登各種社員及社交活動的消息。
- 每週指定一位不同社員介紹新社員、來賓、及演講者。
- 在例會節目與社刊中紀念重要日子，例如生日與紀念日。
- 與地區、地域、以及全世界其他扶輪社建立聯繫。
- 將配偶與眷屬納入扶輪社聯誼及服務活動。

## 扶輪家庭

扶輪家庭包括扶輪青年服務團、扶輪少年服務團、內輪社、扶輪基金會計畫前受獎人、青少年交換學生、以及扶輪社員的眷屬。為了照顧扶輪社員與扶輪社員大家庭的成員：

- 記得生日與週年紀念日。
- 他們生病、寂寞或有困難時給予協助。
- 在家中有人去世時給予悼念。
- 慶祝生日、結婚、與畢業。

## Fellowship Activities

Fellowship keeps members active and fosters cooperation in club activities and projects. Fellowship should be more than an event once or twice a year, but a regular part of every club meeting, project, and activity. Fellowship can be enhanced in the following ways:

- Wear name badges at meetings to make introductions easier.
- Rotate seating arrangements to ensure that members get to know each other.
- Use the club bulletin to publish news about members and social events.
- Appoint a different member each week to greet and introduce new members, visitors, and speakers.
- Commemorate important dates during weekly programs and in the club bulletin, such as birthdays and anniversaries.
- Foster relationships with other Rotary clubs in the district, region, and around the world.
- Include spouses and families in club fellowship and service activities.

## Family of Rotary

The family of Rotary includes Rotaract, Interact, Inner Wheel, Rotary Foundation program alumni, Youth Exchange students, and family members of Rotarians. To care for Rotarians and members of Rotary's extended family:

- Remember birthdays and anniversaries.
- Assist when they are sick, lonely, or having difficulties.
- Share their grief after a death in the family.
- Celebrate births, weddings, and graduations.

## 社刊

瞭解各項資訊的扶輪社員比較能夠積極參與扶輪社的活動與計畫。重要資訊除了可在每週例會上宣佈之外，也可以透過社刊來：

- 提供未來扶輪社活動的時間表
- 討論扶輪社目標和計畫
- 報導扶輪社會議與地區會議的重要訊息
- 報導社員生活中的特殊事件，來促進社員的聯誼
- 解決扶輪社及國際扶輪所面臨的重要議題

負責製作社刊的社員，必須定期與貴社其他委員會及領導人溝通，確認社刊內容已充分討論及宣傳扶輪社的議題與活動。可作為社刊的資訊來源包括：

- 扶輪社理事會及委員會主委
- 總監月報
- 助理總監及地區委員會
- 扶輪社、地區、以及國際扶輪與基金會的會議
- 英文扶輪月刊或扶輪地域雜誌
- 扶輪世界及其他國際扶輪出版品
- 扶輪網站：[www.rotary.org](http://www.rotary.org)

## 社刊準則

許多扶輪社使用文字處理軟體或桌面出版軟體來製作社刊。考慮用電子郵件寄發社刊給社員，或是製作一份線上社刊，公佈在貴社網站上。以下為製作社刊的準則：

- 社刊刊名應包括以下元素：扶輪社名稱；城市、州或省、以及國家；扶輪社所屬的國際扶輪地區。
- 標題、內容及照片的編排應使讀者覺得賞心悅目。
- 社刊應每週發行。
- 刊登社員與活動的照片。
- 必須包含以下性質的資訊：
  - 引發興趣
  - 改善出席率
  - 宣佈即將舉辦之會議的節目
  - 重述之前會議的重點
  - 促進社員聯誼
  - 對所有社員進行扶輪教育
  - 報導扶輪社、社員、以及扶輪全世界計畫的消息
  - 推廣地區活動

## Club Bulletin

Rotarians who are informed are more likely to take an active role in club activities and projects. In addition to announcing weekly club meetings, use the club bulletin to

- Provide a schedule of upcoming club activities
- Discuss club goals, plans, and projects
- Report highlights of club and district meetings
- Foster fellowship by highlighting special events in members' lives
- Address critical issues facing the club and Rotary International

Club bulletin editors should communicate regularly with other club committees and club leaders to ensure all club issues and activities are adequately discussed and publicized. Sources of information for the club bulletin include:

- Club board members and committee chairs
- Governor's monthly letter
- Assistant governor and district committees
- Club, district, and RI and Foundation meetings
- *The Rotarian* or Rotary regional magazines
- *Rotary World* and other RI publications
- [www.rotary.org](http://www.rotary.org)

## Club Bulletin Guidelines

Many clubs use word processing or desktop publishing software to produce the club bulletin. Consider sending the club bulletin to club members by e-mail or producing an online version to post on your club's Web site. Follow these guidelines when producing your club bulletin:

- Include these elements in the bulletin heading: club name; city, state or province, and country; club's RI district number.
- Position headings, text, and pictures in a visually pleasing manner.
- Publish it weekly.
- Incorporate photos of club members and events.
- Include information that
  - Stimulates interest
  - Improves attendance
  - Announces upcoming meetings
  - Relates highlights of previous meetings
  - Promotes fellowship
  - Contributes to the Rotary education of all members
  - Reports news of the club, its members, and the worldwide program of Rotary
  - Promotes district activities

英文扶輪月刊 *The Rotarian* 或你的扶輪地域雜誌 *Rotary regional magazine* 在教育社員認識扶輪與其國際性方面扮演重要角色。可用以下方法充分運用此雜誌：

- 在例會中複習雜誌的內容
- 贈送雜誌與準社員、來賓、演講者、參與計畫者或為其免費訂閱，以協助他們更加瞭解扶輪與其理想。
- 將過期雜誌建檔，作為扶輪活動或計畫構想的參考資料。
- 利用此雜誌在社區內宣傳扶輪的目標與成就。

*The Rotarian* or your Rotary regional magazine can play an important role in educating members about Rotary and its international scope. Here are some ways to maximize the magazine's effectiveness:

- Review the contents of the magazine at club meetings.
- Give the magazine or a gift subscription to prospective members, guests, speakers, and program participants to help them learn more about Rotary and its ideals.
- Archive past issues to provide the club with reference material for club activity and project ideas.
- Use the magazine to promote Rotary's aims and accomplishments within the community.



使貴社發揮最大的潛力  
Maximize your club's potential.



善用有效能扶輪社規劃指南  
掌控貴社的未來

此一指南可在扶輪社扶輪基金會委員會手冊中或在 [www.rotary.org](http://www.rotary.org) 中找到



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