

## 會議(一) Session 1

# 角色與責任 Role and Responsibilities

(60分鐘)

### 學習的目的 Learning Objectives

在討論會結束時參與者將能夠：

1. 了解扶輪社社長的角色 Understand the role of club president
2. 找出如何準備擔任社長當選人 Identify how to prepare as president-elect
3. 執行扶輪社領導計畫 Implement the Club Leadership Plan

### 教材 Materials

投影片 Slides

8. 簡介 Introduction
9. 學習的目的 Learning Objectives
10. 有效能扶輪社 Effective Rotary Clubs
11. 你擔任社長的年度 Your Year as Club President
12. 準備就任事宜 Preparing for Office
13. 扶輪社領導計畫 Club Leadership Plan
14. 執行扶輪社領導計畫 Implementing the Club Leadership Plan

附錄 Appendixes

2. 會議(一)摘要：角色與責任 Summary of Session 1: Role and Responsibilities
3. 有關國際扶輪理事會扶輪社領導計畫的政策  
RI Board Policy for the Club Leadership Plan

### 會議概要 Session Outline

簡介	10分鐘	Introduction	10 minutes
責任	25分鐘	Responsibilities	25 minutes
扶輪社領導計畫	20分鐘	Club Leadership Plan	20 minutes
複習	5分鐘	Review	5 minutes

- 有關扶輪資訊，可上國際扶輪網站查詢。For current Rotary information, go to [www.rotary.org](http://www.rotary.org).
- 有關本議程的其他資訊，可向您的地區訓練人參考“如何使用會議指南”。For additional information on various features of this session, refer to “How to Use the Session Guides,” available from your district trainer.
- 於您開始前，準備活動掛圖以被記錄參予者反映意見之需。Before you begin, prepare a flip chart to record participant responses as needed.

## 簡介INTRODUCTION

(10分鐘)\_\_\_\_\_至\_\_\_\_\_

 映投影片8

簡介Introduction

### 訓練領導人的注意事項 Training leader's notes

- 在這次討論會開始前地區總監當選人立即對已聚集的參與者致詞說明國際扶輪主題，提供一種社長當選人訓練會的概觀，介紹扶輪社領導計畫 Club Leadership Plan 以及下年度地區目標概要。
- 向參與者介紹自己並解釋於該小組引導式討論 **facilitating discussion** 中你所擔任訓練領導人的角色並協助參與者他們可能有的問題去尋找答案。
- 說明小組指導方針以確使該討論有效率，例如提供輪流發言的基本原則 **ground rules for taking turns speaking**，說明歡迎接受所有的意見，並且禁止使用手機。
- 請參與者修訂或增加小組指導方針表單
- 與參與者一起復習本會議的學習目的。



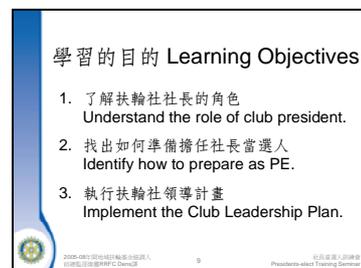
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學習的目的 Learning Objectives

 參照附錄2

第一次會議：角色與責任摘要

Summary of Session 1: Role and Responsibilities



**注意事項NOTES**

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**訓練領導人的注意事項Training leader's notes**

- 強調附錄的部分：一份資源表單與填寫額外資源、執行的想法、訓練會議後之關於追蹤聯繫與行動步驟的空欄。
- 鼓勵參與者於整個會議使用這個表格。
- 使用下面問題來衡量參與者的知識和經驗，並照著來調整所被引導的討論。

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**貴社有多少位社員？**

How many members are in your club?

**你已經準備好擔任貴社的社長？**

Have you already served as your club's president?

## 責任Responsibilities

(25分鐘)\_\_\_\_\_至\_\_\_\_\_

### 貴社效率如何？

How is your club effective?



放映投影片10

有效能扶輪社Effective Rotary Clubs

### 關鍵要點Key Points

- 扶輪社社長主要角色是確使該社有效能地運作的一位扶輪社領導人club leader。
- 為了有效率，扶輪社必須能：
  - 維持並/或擴大其社員人數；  
Sustain or increase their membership base
  - 成功辦理因應其社區與其他國家社區之需求的服務計劃；  
Implement successful projects that address the needs of their community and communities in other countries
  - 透過參與計劃與捐款來支持扶輪基金會；及  
Support The Rotary Foundation through both program participation and financial contributions
  - 培養能夠在扶輪社層次以上服務的領導人。  
Develop leaders capable of serving in Rotary beyond the club level

有效能扶輪社Effective Rotary Clubs

- 維持並/或擴大其社員人數；  
Sustain or increase their membership base
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2005-0811 2005年扶輪基金全球會議  
RRFC Dens 翻譯

### 訓練領導人的注意事項Training leader's notes

- 該訓練會議從頭到尾，“有效能扶輪社Effective Rotary Clubs”的要素要詳加研討。

### 貴社有任何其他標準來評估貴社的成功？

Does your club use any other criteria to evaluate its successes?

## 注意事項NOTES

### 訓練領導人的注意事項 Training leader's notes

- 指點參與者參閱“程序手冊 *Manual of Procedure*”或“扶輪社社長手冊 *Club President's Manual*”第一章有關責任之詳細摘要。
- 將參與者對以下問題的反應記載於活動掛圖上。

### 於你擔任扶輪社長的年度裡有哪些責任？

What are some of your responsibilities for your year as president?



放映投影片11

你擔任社長的年度 Your Year as Club President

你擔任社長的年度  
Your Year as Club President

- 持續評鑑社的目標  
Continually evaluate club goals.
- 確使每一委員會有明確的目的  
Ensure each committee has defined objectives.
- 主持貴社所有的會議  
Preside at all meetings of your club.
- 籌備並鼓勵參與扶輪社及地區的會議  
Prepare for and encourage participation at club and district meetings.
- 與貴社及地區領導人一起合作  
Work with your club and district leaders.

2005-08 年間地域扶輪基金協調人 邵偉靈 RRFCDens 翻譯  
11 社長當選人訓練會  
President-elect Training Seminar

### 關鍵要點 Key Points

- 施行持續地評鑑貴社的目標。
- 確使每一委員會有明確的目的。
- 主持貴社所有的會議。
- 籌備並鼓勵參與扶輪社及地區的會議。
- 與貴社及地區一起合作，並確保為關鍵關係。
- 與前任和下屆扶輪社領導人密切合作，以維持一貫性。

### 有任何其他的責任你想添加的？

Are there any other responsibilities you would add?

### 你如何準備就任事宜？

How will you prepare to take office?



## 扶輪社領導計畫 Club Leadership Plan

(20分鐘)\_\_\_\_\_至\_\_\_\_\_

### 訓練領導人的注意事項 Training leader's notes

國際扶輪理事會於2004年11月批准“扶輪社領導計畫 the Club Leadership Plan”為所有扶輪社所推薦的行政管理架構。

- 扶輪社領導計畫非強制性。
- 施行扶輪社領導計畫時應與地區領導人諮商，扶輪社領導計畫應每年審查一次。
- 提示參與者參閱“扶輪社社長手冊”的第一章有關扶輪社領導計畫的詳細摘要。有關施行扶輪社領導計畫之扶輪社社長的責任融入於整個扶輪社社長手冊中。
- 施行扶輪社領導計畫另外的資源亦可於[www.rotary.org](http://www.rotary.org)找到。
- 訓練會議從頭到尾，將會詳加研討“扶輪社領導計畫”。
- 使用下面問題來衡量參與者的知識和經驗，並照著來調整所被引導的討論。



### 放映投影片13

### 扶輪社領導計畫 Club Leadership Plan

#### 關鍵要點 Key Points

- 扶輪社領導計畫 Club Leadership Plan 是為扶輪社推薦的行政管理架構。
- 扶輪社能以它來發展出一個領導計畫將會提供
  - 計劃與決策制定的延續性
  - 決策制定與目標設訂的一致性
  - 於扶輪社內大量提供充分訓練的領導人
  - 規畫扶輪社領導的接替

扶輪社領導計畫 Club Leadership Plan

- 扶輪社領導計畫是為扶輪社推薦的行政管理架構。  
The Club Leadership Plan is the recommended administrative structure for Rotary clubs.
- RI理事會鼓勵扶輪社能以它來發展出一個領導計畫將會提供  
The RI Board encourages Rotary clubs to use it to develop a leadership plan that will provide
  - 計劃與決策制定的延續性  
Continuity in projects and decision making
  - 決策制定與目標設訂的一致性  
Consensus for decision making and goal setting
  - 大量提供充分訓練的領導人  
A larger supply of well-trained leaders
  - 規畫扶輪社領導的接替  
Succession planning for club leadership

## 注意事項NOTES



### 參照附錄3

有關國際扶輪理事會扶輪社領導計畫的政策  
RI Board Policy for the Club Leadership Plan

#### 多少扶輪社業已執行扶輪社領導計畫？

How many of your clubs have implemented the Club Leadership Plan?

#### 執行該計畫時你最大的挑戰將會是什麼？

What were/will be your greatest challenges in implementing the plan?

#### 貴社由扶輪社領導計畫能得到多少好處？

How did/could your club benefit from the Club Leadership Plan?

#### 如果你尚未執行該計畫時，你將怎麼開始執行它？

If you have not implemented the plan, how will you begin to implement it?

#### 誰能支持你執行扶輪社領導計畫？

Who can support you in implementing the Club Leadership Plan?



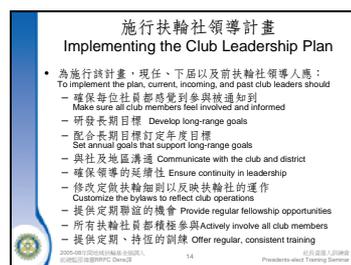
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#### 施行扶輪社領導計畫

#### Implementing the Club Leadership Plan

#### 關鍵要點Key Points

- 扶輪社領導計畫 Club Leadership Plan 是基於有效能扶輪社的最有效地實施之上。
- 為施行扶輪社領導計畫，各社現任，下屆以及前領導人應：
  - 確保每位社員都感覺到參與被通知到
  - 研擬落實有效能扶輪社各項要求的長期目標
  - 配合長期目標訂定年度目標



**注意事項NOTES**

- 保持扶輪社間以及與地區的溝通管道開放
- 確保年復一年領導的延續性
- 修改定做扶輪細則以反映扶輪社的運作
- 提供定期的聯誼的機會
- 所有扶輪社員都積極參與服務計畫或扶輪社的活動
- 為新社員與現有社員提供定期、持恆的訓練

**這些最有效地實施貴社已做了哪些？**

Which of these best practices does your club already do?

**這些最有效地實施是哪個對貴社有所益處或強化了貴社？**

Which of these best practices would benefit or strengthen your club?

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## 複習 Review

(5分鐘)\_\_\_\_\_至\_\_\_\_\_



參照附錄2

會議(一)摘要：角色與責任

Summary of Session 1: Role and Responsibilities

**由於這個會議你將會採取什麼樣的行動步驟？**

What action steps will you take as a result of this session?

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### 訓練領導人的注意事項 Training leader's notes

- 重新探討學習的目的以確保充分涵蓋了所有的議題。
  - 回答參與者可能有的問題。
  - 鼓勵參與者在附錄上寫下構想。
  - 感謝參與者。
- 

休會 Adjourn

## 附錄 2

### 會議(一)摘要：角色與責任

## Summary of Session 1: Role and Responsibilities

### 資源 Resources

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#### 資料資源 Informational Resources

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

程序手冊 *Manual of Procedure* (035-EN)

Keyword search:

公式名錄 *Official Directory* (007-EN)

Club Leadership Plan

國際扶輪目錄 *RI Catalog* (019-EN)

Click on:

扶輪政策彙編 *Rotary Code of Policies*

Member Access

扶輪世界 *Rotary World* (050-EN)

英文扶輪月刊錄影雜誌 *RVM: The Rotarian Video Magazine* (510-DVD)

英文扶輪月刊 *The Rotarian*

#### 額外的資源 Additional Resources

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### 執行的構想 Ideas to Implement

### 聯繫 Contact

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- 1.
- 2.
- 3.
- 4.
- 5.

### 行動步驟 Action Steps

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## 附錄 3

### 扶輪社領導計畫政策

#### RI Board Policy for the Club Leadership Plan

扶輪社領導計畫的目的在於透過提供有效能扶輪社的行政管理架構來加強扶輪社。一個有效能的扶輪社包含以下要素：

- 維持並(或)增加社員人數
- 成功施行因應社區以及其它國家社區需求的計畫
- 透過捐獻與參與計畫支持扶輪基金會
- 培養能夠在扶輪社階層以上服務扶輪的領導人

為施行扶輪社領導計畫，各社現任，下屆以及前領導人應：

1. 研擬一個落實有效能扶輪社各項要求的長期計畫。
2. 利用 *有效能扶輪社規劃指南* 並配合上述長期計畫訂定年度目標。
3. 籌辦扶輪社社務行政會議(club assembly)，讓社員參與規劃過程，並常保社員知悉扶輪活動的消息。
4. 確保扶輪社社長、理事、委員會主委、社員、地區總監、助理總監，以及地區各委員會之間有清楚良好的溝通。
5. 提供領導的延續性，包括接任計畫的概念，以確保培養未來的領導人。
6. 修改細則以反映各社委員會架構與扶輪社領導人的角色與責任。
7. 提供機會增進社員間的聯誼。
8. 確保每位社員都積極參與社的計畫或擔任社的職務。
9. 發展全面的訓練計畫，確使
  - 扶輪社領導人出席地區訓練會議
  - 持續及定期為新社員舉行指導訓練
  - 持續為現有社員提供教育機會

扶輪社領導人施行扶輪社領導計畫時應根據地區領導計畫所述與地區領導人諮商，扶輪社領導計畫應每年審查一次。

#### 扶輪社各委員會

扶輪社各委員會負責實現根據「四大服務」所訂定之該社年度目標與長期目標。社長當選人、社長以及甫卸任社長應共同努力以確保領導與接任規劃之延續性。在可行之狀況下，應指派委員會之委員在同一原委員會任職三年以確保行事前後一致。社長當選人負責指派委員會委員與主委遞補空缺，並在正式就職年度之前召開規劃會議。建議主委應有擔任委員之經驗。各常設委員會應設立如下：

The purpose of the Club Leadership Plan is to strengthen the Rotary club by providing the administrative framework of an effective club. The elements of an effective club are to:

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

To implement a Club Leadership Plan, current, incoming, and past club leaders should:

1. Develop a long-range plan that addresses the elements of an effective club.
2. Set annual goals using the *Planning Guide for Effective Rotary Clubs* in harmony with a club's long range plan.
3. Conduct club assemblies that involve members in the planning process and keep them informed of the activities of Rotary.
4. Ensure clear communication between the club president, board, committee chairs, club members, district governor, assistant governors, and district committees.
5. Provide for continuity in leadership, including the concept of succession planning to ensure development of future leaders.
6. Amend bylaws to reflect the club committee structure and roles and responsibilities of club leaders.
7. Provide opportunities to increase fellowship among members of the club.
8. Ensure that every member is active in a club project or function.
9. Develop a comprehensive training plan that ensures
  - Club leaders attend district training meetings
  - Orientation is consistently and regularly provided for new members
  - Ongoing educational opportunities are available for current members

Club leaders should implement the Club Leadership Plan in consultation with district leaders as described by the District Leadership Plan. The plan should be reviewed annually.

#### Club Committees

Club committees are charged with carrying out the annual and long-range goals of the club based on the four Avenues of Service. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office. It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

• **社員委員會 (Membership)**

此一委員會應研擬並施行吸收新社員，防止社員流失之全面計畫。

• **公關委員會 (Club Public Relations)**

此一委員會應研擬並施行計畫以提供大眾認識扶輪的資訊並宣揚扶輪社之服務計畫與活動。

• **行政管理委員會 (Club Administration)**

此一委員會應進行確保扶輪社有效運作之有關活動。

• **服務計畫委員會 (Service Projects)**

此一委員會應研擬並施行滿足其社區與其它國家社區需求之教育、人道、以及職業計畫。

• **扶輪基金會委員會 (The Rotary Foundation)**

此一委員會應研擬並施行計畫，以透過捐獻與參與計畫支援扶輪基金會。

其它委員會可依需求另外指派。

**訓練規定**

扶輪社各委員會主委應於正式就職前出席地區講習會。

**與地區領導團隊之關係**

扶輪社各委員會應與助理總監以及相關之地區委員會合作。

**報告規定**

扶輪社各委員會應定期向理事會報告及適時在扶輪社社務行政會議報告各項活動之狀況。

• **Membership**

This committee should develop and implement a comprehensive plan for the recruitment and retention of members.

• **Club Public Relations**

This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.

• **Club Administration**

This committee should conduct activities associated with the effective operation of the club.

• **Service Projects**

This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.

• **The Rotary Foundation**

This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Additional committees may be appointed as needed.

**Training Requirements**

Club committee chairs should attend the district assembly prior to serving as chair.

**Relation to the District Leadership Team**

Club committees should work with assistant governors and relevant district committees.

**Reporting Requirements**

Club committees should report to the club board on the status of their activities on a regular basis and at club assemblies, as appropriate.