〝從許多方面來看，我們的社層瀕臨死亡。
扶輪社領導計畫救了本社的生命。〞

"We were a dying club in many ways.
The Club Leadership Plan has been the lifesaver of this club."

中文翻譯-扶輪出版

要加強貴社體質，請施行扶輪社領導計畫

扶輪社領導計畫（Club Leadership Plan）為地區領導計畫之延伸，對我們第二個服務世紀的穩定、成長、與成功極為重要。它為各社提供一個行政架構，讓各社將各項程序標準化，並在各社追求扶輪宗旨的活動中提供指引。

扶輪社領導計畫始於協助各社發展出能延續、溝通、以及讓扶輪社員參與的標準程序，這項計畫包括利用「*有效能扶輪社規劃指南*」（*Planning Guide for Effective Rotary Club*），進行策略規畫及訂定目標。其中精簡的委員會架構側重於扶輪社的主要功能，並可依各社服務計畫與聯誼予以擴大。

扶輪社領導計畫提供每個社建立自我身分的基礎。計畫施行的九大步驟都是各社要成為有效能扶輪社時必須發揮的功能。各社可選擇不同方式來發揮這些功能。因為深具彈性，所以扶輪社領導計畫可在整個扶輪世界施行。參加扶輪社領導計畫請採用新的「建議扶輪社細則」、「扶輪領導發展循環期」（Leadership Development Cycle；包括社長當選人訓練會、地區講習會）、「*有效能扶輪社規劃指南*」以及「*扶輪社訪問備忘錄*」（*Memo of Club Visit*）。

扶輪社領導計畫已經世界各地許多扶輪社試辦，證明很有成效；因此建議不論是新社或現存的老社都應採用此一建議的架構。各社應檢視該計畫，找出計畫中哪些作法是社中已有的，以及哪些新作法對自己的社有利。助理總監應協助各社領導人進行評估，並支援他們施行該計畫的努力，扶輪社領導計畫的施行將造就有效能的扶輪社，讓它們有能力去改善他們的社區以及這個世界。

欲知詳情，請聯絡國際扶輪的扶輪社與地區行政管理代表(RI Club and District Administration representative)，欲取得新的「建議扶輪社細則」，請至扶輪網頁(www.rotary.org)之Down load Center（下載中心）。

Strengthen Your Rotary Club by Implementing the Club Leadership Plan

The Club Leadership Plan, an extension of the District Leadership Plan, is vital to the stability, growth, and success of Rotary during our second century of service. It provides clubs with an administrative structure to standardize their procedures and guide their activities in pursuit of the Object of Rotary.

The Club Leadership Plan begins by having Rotary clubs develop standard procedures for continuity, communication, and Rotarian involvement. The plan includes strategic planning and goal setting using the *Planning Guide for Effective Rotary Club*. Its simple committee structure focuses on the central functions of a club and can be expanded to address club service goals and fellowship.

The Club Leadership Plan provides the basis on which each club builds its own identity. The nine steps for implementation are functions that all Rotary clubs need to address to be effective. A club may address these functions in any way it chooses. This flexibility allows the Club Leadership Plan to be implemented throughout the Rotary world. The Club Leadership Plan is supported by the new Recommended Rotary Club Bylaws, the Rotary leadership development cycle (including the presidents-elect training seminar and district assembly), the *Planning Guide for Effective Rotary Clubs*, and the *Memo of Club Visit*.

The Club Leadership Plan has been proven successful by clubs around the world and is the suggested structure for both new and existing Rotary clubs. All clubs should review the plan and determine which practices are already in place and which would benefit the club. Assistant governors should assist club leaders with their assessment and support their efforts to implement the plan. Implementation of the Club Leadership Plan will result in an effective club that is able to improve its community and the world.

For more information, contact your RI Club and District Administration representative. For a copy of the new Recommended Rotary Club Bylaws, visit the Download Center of www.rotary.org.

扶輪社領導計畫

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。

Club Leadership Plan

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. 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：

- 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。

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:

- 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.