



# Quality Club Meetings 优质例会

## Introduction 介绍

This pre-work provides knowledge that supports the experiential learning that will take place in the live sessions at Club Officer Training. By completing it, you will be able to participate in discussions and activities with fellow club officers. This information will be utilized but not presented in the session. 此准备工作表提供了将在分会执委培训现场进行的支持体验式学习的知识。完成后，您将准备好参与与分会执委的讨论和活动。这些信息将被利用，但不会在当天呈现。

## Time Investment 投入时间

- 30 to 60 minutes

## Instructions 指导指南

1. Watch [Dashboards for Club Officers](#) (Video) 观看视频  
Members who do not have access to YouTube can watch the video by clicking this [link](#). 没有YouTube访问权限的成员可以单击[此处](#)观看视频
2. Read Categories of Quality (below) 阅读优质分类（如下）
3. Review your club renewal numbers and complete the questions below  
查看您的分会续会人数并完成以下问题
4. Complete the Questions to Consider 完成要考虑的问题

# Categories of Quality 优质分类

Clubs that encourage and celebrate member achievement, provide a supportive and fun environment, and offer a professionally organized meeting with variety demonstrate high quality. In those clubs, officers are trained in all aspects of club quality to ensure that members have access to a formal mentoring program, are provided evaluations that help them grow, and are motivated to achieve their goals. 鼓励和庆祝会员的成就，提供支持和有趣的环境，并提供专业组织的多样化例会，展现了分会的高质量。在这些分会中，执委们接受了分会质量各方面的培训，以确保会员能够获得正式的辅导计划，获得帮助他们成长的评估，并有动力实现他们的目标。

For our purposes, we have divided meeting quality into four categories. These categories will help us discuss what quality looks like. Read below and reflect on what your club does to ensure quality in each category. 出于我们的目的，我们将例会质量分为四类。这些类别将帮助我们讨论质量。阅读下面的内容，思考您的分会为确保每个类别的质量所做的工作。

**Culture of Excellence** – A meeting is the best way to understand the culture of a club. It is the most visible expression of the values, communication philosophy, and traditions and sets the tone for member expectations. 卓越文化——例会了解分会文化的最佳方式。它是价值观、沟通理念和传统的最明显表达，并为会员期望设定基调。

Not a set of rules to follow, a culture of excellence is the choice that members and club officers commit to investing in themselves and each other. It requires a willingness to commit to striving rather than settling and enjoying the journey. 卓越文化不是一套需要遵循的规则，而是会员和分会执委对自己和彼此的承诺进行投资的选择。它需要一种致力于奋斗的意愿，而不是安顿下来享受旅程。

Factors that promote a culture of excellence: 促进卓越文化的因素：

- Shared vision, goals, and practices 分享愿景、目标和实践
- Commitment to fulfill the club's vision and mission 致力于实现分会的愿景和使命
- Mutual support for each other's success 相互支持对方的成功
- Clearly stated principles and agreements for how to work together  
明确说明如何合作的原则和协议
- Encouragement and rewards for innovation and creativity 鼓励和奖励创新和创造力
- Emphasis on communication in every direction 强调全方位的沟通
- Focus on education 关注在教育方面
- Member goals set and supported by a mentor 会员设定目标，并获得导师的支持
- Regular evaluation or progress as a club and member 作为分会和会员的定期评估或进步

**Member Needs** – As you may have guessed, these needs are driven directly by member goals. Members want direction and opportunity to get what they need and achieve what they want. Member needs can be met in the following ways:  
 会员需求——正如您可能已经猜到的，这些需求直接由会员目标驱动。成员需要方向和机会来获得他们需要的，并实现他们想要的。可以通过以下方式满足会员需求：

“Make it Easy” – an intuitive process and information that is accessible. Roles are clearly defined, and expectations are easy to understand.  
 “让它变得简单”– 一个直观的过程和易于获取的信息。角色定义明确，期望易于理解。

Help with goals – a visible path with checkpoints and a guide that leads a member from where they are to where they want to be.  
 帮助实现目标—一条带有检查点的可见路径和一条引导成员从他们所在的地方到他们想要去的地方的指南。

Recognition – meaningful recognition proves that a member’s time and effort is valued and marks progress towards achieving their goals.  
 认可—有意义的认可证明成员的时间和努力是值得的，并标志着实现其目标的进展。

Relationships – a safe environment that fosters reduced risk interactions.  
 关系—一个安全的环境，促进减少风险互动。

**Smooth Meetings** – Like a good speech, a smooth meeting has a compelling beginning, organized middle, and impactful ending. Every transition is well planned and executed, clearly bringing the audience from one part to the next. Every participant knows what each other is responsible for and performs their role the right way at the right time. 顺利的例会——就像一个好的演讲一样，一个顺利的例会有个引人注目的开始、有组织的内涵和有影响力的结束。每一个过渡都是精心规划和执行的，很明显地将听众从一个部分带到另一个部分。每个参与者都知道彼此负责什么，并在正确的时间以正确的方式履行自己的职责。

**Member Engagement** – The ongoing interaction between the member and the club that delivers meaningful value in both directions. 会员参与—会员与分会之间的持续互动，双方都能提供有意义的价值。

# Renewal Numbers 更新会籍人数

Answer the following questions 回答以下问题:

1. How many members are currently in your club? 您的分会目前有多少会员?

$$22 + 3 + 5 = 30$$

2. How many of your current members have been in the club for at least 6 months?  
您的分会现在有多少名会员超过6个月会籍?

14

3. How many of your current members have been in the club for at least 12 months?  
您的分会现在有多少名会员超过12个月会籍?

8

4. How many of your current members have been in the club for at least 2 years?  
您的分会现在有多少名会员超过两年会籍?

5. How many of your current members have been in the club for at least 3 years?  
您的分会现在有多少名会员超过三年会籍?

# Questions to Consider 需要考虑的问题

Answer the following questions: 回答以下问题

1. How does your club work towards practically building a culture of excellence? 您的分会如何努力建立一种卓越的文化?

1. 有素质的例会
2. 举办企业家分享会
3. 每月举办非正式例会交流活动，聚餐等等

2. What processes does your club have that could be simplified and made easier for new and current members to understand? 您们分会有哪些流程可以简化，让新会员和现有会员更容易理解?

1. 提供Google form的入会表格
2. 用QR code来进行投票
- 3.

3. What are barriers to smooth meetings and how do you overcome them? 例会顺利进行的障碍是什么？您如何克服这些障碍？

1. 每个职务的熟悉度。  
如何克服：准备简短职务员资讯提供于例会职务员。

4. How do your meetings directly and indirectly help members achieve their goals? How do you know? 您的例会如何直接和间接帮助成员实现他们的目标？您怎么知道？

1. 透过会员个人兴趣调查表了解会员感兴趣的地方，在会员期望达成的目标上拟定方向、计划及安排帮助成员实现目标。
2. 安排并记录成员所完成的作业及职务，跟进及提醒成员依时完成目标。

5. What do you like the most about your club's meetings? What can be improved? 您最喜欢您分会的例会的什么地方？可以改进地方？

1. 备稿演说。改进点：提早让讲员选择自己的评估员，或提早让他们知道谁是评估员。

6. Think of a couple of times that something has gone wrong in a meeting. How well did your club respond and adapt? 回想几次例会中出现了问题。您们分会的反应和适应情况如何？

懂得活泼应事，在群组内回应情况并给予及时协助。

7. How engaged are your members during club meetings? How can you tell? 您的会员在分户例会期间参与度如何？您怎么知道？

1. 积极配合，愿意接受新职务的安排，也愿意参与当即兴讲员及备稿作业员。

8. How do you think the quality of your club's meetings impact your renewal numbers?  
您认为分会例会的质量如何影响您的续会人数?

1. 优质的例会提升会员参与度，这让会员进步而续会。

9. How do Moments of Truth help in developing your club's meeting process and club culture? “关键时刻”如何帮助您发展分会的例会流程和分会文化?

1. 有举办非正式例会活动来加强会员之间的联谊与交流。

10. How do the Categories of Quality relate to the Moments of Truth?  
优质的分类与“关键时刻”有什么关系?