

Competent Leader Project Matrix

The following table shows what meeting or club roles fulfil project requirements in the Competent Leadership manual

* Compulsory roles		PROJECT	PROJECT	PROJECT	PROJECT	PROJECT	PROJECT	PROJECT	PROJECT	PROJECT	PROJECT
		1	2	3	4	5	6	7	8	9	10
Member Name: _____		Listening & Leadership	Critical Thinking	Giving Feedback	Time Management	Planning & Implementation	Organising & Delegating	Developing Facilitation Skills	Motivating People	Mentoring	Team Building
ROLE		3 of	2 of	All 3	Timer + 1 other	3 of	1 of	2 of	3 of	1 of	TM + GE or 1 other
MEETING ROLES	Speaker										
	Speech Evaluator			*							
	Timer				*						
	Grammarians			*							
	Ah-Counter										
	Table Topics Speaker										
	Table Topics Master										
	General Evaluator			*							
	Toastmaster (Chairman)										
NON-MEETING (CLUB) ROLES	Help to organise a Club Contest										
	Chair a Club Speech Contest										
	Help organise a Club special event										
	Chair a Club special event										
	Help organise a Public Relations campaign										
	Chair a Public Relations campaign										
	Help organise a Club membership campaign or contest										
	Chair a Club membership campaign or contest										
	Help produce the Club newsletter										
	Assist the Club webmaster										
	Serve as Club Newsletter Editor or Club Webmaster										
	Befriend a guest at a Club meeting										
	Mentor for a new member										
	Mentor for an existing member										
Guidance Committee member (HPL)											

18-20 Meeting Roles

2-3 Non-Meeting (Club) Roles