

Competent Leadership Project / Role Matrix

Name: _____

1 - Listening & Leadership	2 - Critical Thinking	3 - Giving Feedback	4 - Time Management	5 - Planning & Implementation	6 - Organizing & Delegating	7 - Developing Facilitation Skills	8 - Motivating People	9 - Mentoring	10 - Team Building
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Section I - Toastmaster Club Meeting Roles										
Table Topics Speaker	<input type="checkbox"/>									
Ah-Counter	<input type="checkbox"/>									
Grammarians	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Timer				<input type="checkbox"/>						
Topicsmaster				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
Speaker				<input type="checkbox"/>	<input type="checkbox"/>					
Speech Evaluator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>			
General Evaluator		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Toastmaster				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Befriend a Guest at a Club Meeting							<input type="checkbox"/>			
Section II - Toastmaster Club & Event Service Roles										
Help Organize a Club Speech Contest						<input type="checkbox"/>				
Help Organize a Club Special Event						<input type="checkbox"/>				
Help Organize a Club Public Relations Campaign						<input type="checkbox"/>				
Help Organize a Club Membership Campaign or Contest						<input type="checkbox"/>				
Help Produce the Club Newsletter						<input type="checkbox"/>				
Assist the Club Webmaster						<input type="checkbox"/>				
Club Public Relations Campaign Chairman							<input type="checkbox"/>		<input type="checkbox"/>	
Club Membership Campaign or Contest Chairman							<input type="checkbox"/>		<input type="checkbox"/>	
Club Speech Contest Chairman									<input type="checkbox"/>	
Club Special Event Chairman									<input type="checkbox"/>	
Club Newsletter Editor or Club Webmaster									<input type="checkbox"/>	
Mentor for a New Member								<input type="checkbox"/>		
Mentor of an Existing Member								<input type="checkbox"/>		
Guidance Committee Member								<input type="checkbox"/>		
Project Completion Requirements	Pick any 3	Pick any 2	All 3	Pick Timer AND 1 other	Pick any 3	Pick any 1	Pick any 2	Pick 3 with at least 1 from Sec. II	Pick any 1	Both from Sec. I OR 1 from Sec. II
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Note: Credit is granted for only one role in the CL manual per meeting. E.g. if you fill dual roles such as the Ah-Counter and the Grammarian at a club meeting you could only take credit for one of those two roles (and not both) on that day.

Tip: When performing the role as the speaker, Toastmasters International permits receiving credit for both a project in any of the communication track (CC or AC) manuals and one speaker role (project 4 OR 5) of the *Competent Leadership* (CL) manual. Use your next two CC/AC manual speeches to also complete the requirements of the speaking roles in the CL manual! Refer to the CL manual appendix (pp 67-75) for other tips on successfully fulfilling each role.