

## Project Matrix – Competent Leadership Manual

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

Role	Project 1	Project 2	Project 3	Project 4	Project 5	Project 6	Project 7	Project 8	Project 9	Project 10
	Listening & Leadership	Critical Thinking	Giving Feedback	Time Management	Planning and Implementation	Organising & Delegating	Developing Facilitation Skills	Motivating People	Mentoring	Team Building
Speaker				X	X					
Speech Evaluator	X	X	X					X		
Timer				X						
Grammarian	X	X	X	X						
Ah-Counter	X									
Table Topics Speaker										
Table Topics Master							X			
General Evaluator		X	X	X	X		X	X		X
Toastmaster				X	X		X	X		X
Help to organise a Club Speech Contest						X				
Chair a Club Speech Contest										X
Help to Organise a Club Special Event						X				
Chair a Club Special Event										X
Help Organise a Public Relations Campaign						X				
Chair a Public Relations Campaign								X		X
Help Organise a Club Membership Campaign or Contest						X				
Chair a Club Membership Campaign or Contest								X		X
Help Produce the Club Newsletter						X				
Assist the Club Webmaster										
Serve as Club Newsletter Editor or Club Webmaster										X
Befriend a Guest at a Club Meeting							X			
Mentor for a New Member									X	
Mentor for an Existing Member									X	
Guidance Committee Member									X	
<b>Number of roles needed to complete each project</b>	3 of 4	2 of 3	All 3	Timer & 1 other	3 of 4	1 of 6	2 of 4	Chair & 2 others	1 of 3	TM & GE or 1 other