

COMPETENT LEADER ACHIEVEMENT

PROJECT COMPLETION MATRIX



Role	COMPETENT LEADER PROJECT									
	1	2	3	4	5	6	7	8	9	10
Speaker				x	x					
Speech Evaluator	x	x	x					x		
Timekeeper				A						
Grammarian	x	x	x	x						
Ah-Counter (role not performed at SPS)	x									
Table Topics Speaker	x									
Table Topicsmaster				x	x		x			
General Evaluator		x	x		x		x	x		C
Toastmaster				x	x		x	x		C
Help to Organise a Club Speech Contest						x				
Chair a Club Speech Contest										x
Help Organise a Club Special Event						x				
Chair a Club Special Event										x
Help Organise a Public Relations Campaign						x				
Chair a Club Public Relations Campaign								B		x
Help Organise a Club Membership Campaign or Contest						x				
Chair a Club Membership Campaign or Contest								B		x
Help Produce the Club Newsletter						x				
Assist the Club Webmaster						x				
Serve as Club Newsletter Editor or 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	

Number of roles to be completed to achieve project	3	2	3	2	3	1	2	3	1	1
Number of possible roles available in project	4	3	3	5	4	6	4	5	3	7

Key	
x =	Counts as 1 achievement toward completion of the project
A =	This project is an essential role that MUST be fulfilled in order to complete the project
B =	Roles performed for the project MUST include one of these
C =	These two roles together count as 1 achievement toward completion of the project.