

Competent Leader Checklist by Role

Member Name: _____

Club Name: _____

Project Number:	1	2	3	4	5	6	7	8	9	10
Need to Complete:	3 of 4	2 of 3	3 of 3	* + 1	3 of 4	1 of 6	2 of 4	1* + 2	1 of 3	** + ** or 1
Speaker				23	27					
Speech Evaluator	8	12	17				38	43		
Timer				* 22						
Grammarian	9	12	17	23						
Ah-Counter	9									
Table Topics Speaker	8									
Table Topics Master					28		39			
General Evaluator		13	17		27			44		* 53
Toastmaster				22	28		38	43		** 53
Club Contest - Chair										55
Club Contest - Help						32				
Club Special Event - Chair										55
Club Special Event - Help						32				
Club Pubic Relations Campaign - Chair								* 45		54
Club Pubic Relations Campaign - Help						33				
Club Membership Campaign/Contest - Chair								* 44		54
Club Membership Campaign/Contest - Help						33				
Club Newsletter - Editor										
Club Newsletter - Help						34				
Club Website - Webmaster										
Club Website - Help						34				
Mentor New Member									48	
Mentor Existing Member									48	
Befriend a Guest at Club Meeting							39			
High Performance Leadership Guidance Committee									49	

Numbers in boxes indicate page numbers. Enter the date in the box when each item is complete.

Once you have completed all the needed tasks in a column, X-out the remaining boxes and place a check over the Project Number at the top.

* + 1 : For Project 4, complete the asterisked item (timer) plus one more from that column.

1* + 2 : For Project 8, Chair a Club PR or Membership Campaign plus two others from that column.

** + ** or 1 : For Project 10, complete either both of the asterisked items, OR one of the others from that column.

This is not an official Toastmasters International form. It was created to be a simpler way for members to track their progress.

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