

Name: _____		←----- PROJECT -----→									
		1	2	3	4	5	6	7	8	9	10
		Listening and Lead.	Critical Thinking	Giving Feedback	Time Management	Planning and Imp.	Org. and Delegating	Dev. Facilitation Skills	Motivating People	Mentoring	Team Building
Role		Any 3	Any 2	All 3	Timer + 1 other	Any 3	Any 1	Any 2	Any 3	Any 1	TM + GE or 1 other
MEETING ROLES	Speaker										
	Speech Evaluator			*							
	Timer				*						
	Grammarian			*							
	Ah-Counter										
	Table Topics Speaker										
	Table Topics Master										
	General Evaluator			*							
	Toastmaster (Chairman)										
NON-MEETING (CLUB) ROLES	Help 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 Club 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)										

\* Compulsory roles

**This matrix must replace the matrix in your CL Manual.**

Note the four guidelines in each corner to assist in the cutting out.

This should ensure a 'good fit' in the manual if printed on A4, and

Page Scaling = 'fit-to-printable area', (usually the default), or 'no reduction'.