



# Project Checklist

## Leading in Your Volunteer Organization

**Purpose:** The purpose of this project is to apply the skills needed to successfully lead in a volunteer organization.

**Overview:** Serve in a leadership role in Toastmasters or another volunteer organization for at least six months. You may complete this project based on your employment, but a volunteer organization is preferable. Ask members of the organization to complete a 360° evaluation of your leadership skills. Create a succession plan to aid in the transition after you leave your position of leadership. After your six-month term, deliver a 5- to 7-minute speech at a club meeting to reflect on your personal experience.

If you plan to fulfill a leadership role in a non-Toastmasters organization, you must receive advance permission from your Vice President Education.

Your speech can be persuasive, humorous, informational, or crafted in any style that appeals to you and supports your speech content.

### This project includes:

- ▶ Serving in a volunteer leadership role for a minimum of six months
- ▶ Conducting a 360° evaluation of your leadership skills
- ▶ Creating a succession plan
- ▶ The Succession Plan resource
- ▶ The 360° Evaluation resource
- ▶ A 5- to 7-minute speech

The following list includes tasks for this project. Please remember, your project is unique to you. You can use the checklist here or complete the digital version in your project on Base Camp.

Identify the leadership role of your choice. If you plan to fulfill a leadership role in a non-Toastmasters organization, you must receive advance permission from your Vice President Education.

Fulfill the leadership role of your choice.

Select the group you would like to complete your 360° evaluation. This group must include representatives from a team you lead, a person or persons you reported to or who oversaw the work you completed as a leader, and at least one peer.

Distribute the 360° Evaluation resource.

Use the Succession Plan resource to create a succession plan for your office.

Schedule your speech with the Vice President Education.

Collect, review, and submit your evaluations to the Vice President Education.

Write your speech. Include information about your experience as a leader, information about how you designed your succession plan, and the impact of your 360° evaluations.

Rehearse your speech.

When all components of your assignment are finished, complete your self-reflection by adding what you have learned to the last column of the Know-Wonder-Learned activity.