

Chapter Starter Guide

Take The Lead · Official Guide · v1.1 · June 2026

Primary Organizational Purpose: Take The Lead exists to identify, develop, and deploy leaders who put talent to work for their communities. We build local chapters that turn weekly meetings into lasting relationships, real contributions, and tangible projects — scaling from Houston across Texas and eventually every major American city.

Progression: Meeting → Relationship → Contribution → Project → Leadership → Chapter Growth → National Scale

A 90-day playbook for launching a Take The Lead chapter that holds the standard from day one.

Why Start a Chapter

Chapters are the unit of impact. Every chapter that holds the standard makes the next one easier to start. Your chapter is how the progression from Meeting to National Scale becomes real in your city.

Days 0–30 · Foundation

- Confirm chapter leader and one co-leader.
- Secure weekly venue (Tuesday, 6:00–8:00 PM recommended).
- Identify 8–12 founding members.
- Adopt the official meeting agenda template.

Days 31–60 · Rhythm

- Run 4 consecutive weekly meetings without exception.
- Introduce the Contributor Pathway to every member.
- Surface 2–3 candidate community projects.
- Begin tracking attendance, RSVPs, and follow-ups in the platform.

Days 61–90 · Contribution

- Launch your first scoped chapter project.
- Promote at least one member into a Contributor role.
- Run a chapter review against meeting standards.

- Submit your first quarterly chapter report.

Contributor & Project Pathway

Make the pathway visible at every meeting. Members should always know the next step.

Member. Attends meetings, builds relationships, learns the framework.

Contributor. Shares time, expertise, or introductions to support members and meetings.

Project Volunteer. Joins a chapter or community project on a defined scope.

Project Contributor. Owns recurring deliverables within a project.

Project Lead. Runs an end-to-end project and reports outcomes to the chapter.

Chapter Leader. Leads a local chapter — meetings, members, projects, and growth.

Regional Leader. Supports and develops chapters across a city or region.

Project Pathway

Identify. Members surface real problems worth solving locally.

Scope. Chapter leaders qualify projects against mission, capacity, and impact.

Staff. Project leads recruit contributors and volunteers from the chapter.

Deliver. Projects ship on a defined timeline with measurable outcomes.

Report. Outcomes shared back to the chapter and across the network.

Scale. Proven projects become playbooks other chapters can run.

Standards You Must Hold

- Meetings start and end on time, every week.
- Agenda, speakers, and follow-ups are documented.
- Members are developed, not just retained.
- Projects are scoped, staffed, shipped, and reported.
- Chapter health is reviewed quarterly.

Support

You are not alone. Regional leaders and the national team support chapter leaders with playbooks, coaching, and shared infrastructure. Reach out at info@taketheleadhouston.com.