

# Leadership 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

This guide describes how Take The Lead develops leaders, the standards every chapter holds, and how members progress from attending meetings to leading chapters and projects.

## Vision, Mission, Values

**Vision.** A network of leaders in every American city who put talent to work for their communities.

**Mission.** Identify, develop, and deploy leaders through weekly meetings, real relationships, and shipped projects.

**Values.** Presence. Preparation. Accountability. Contribution. Local impact before national reach.

## Contributor Pathway

Members are not customers — they are future contributors and leaders. The pathway makes that explicit:

**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

Projects are how a chapter converts relationships into community impact.

**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.

## Meeting Standards

### Before

- Agenda published 48 hours ahead.
- Speakers briefed on format and time.
- Venue, AV, and check-in tested.

### During

- Start on time. End on time.
- Every voice gets airtime.
- Capture decisions, owners, deadlines.

### After

- Thank-you email within 24 hours.
- Action items tracked to completion.
- Feedback reviewed by chapter leader.

## Accountability

Chapter leaders are accountable for meeting consistency, member development, project delivery, and chapter growth. Performance is reviewed quarterly against published standards.