# **TCCA CHAPTER GUIDE**



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# WHAT MAKES A GOOD TEAM

When identifying core members to lead the chapter, do consider characteristics that make a leadership team successful. The following are 7 characteristics that are essential to be a good team member.

# **DECISIVENESS - THE ABILITY TO MAKE DECISIONS QUICKLY AND EFFECTIVELY**

Leaders know which decisions to let others make and which decisions to make on their own. A leader will make firm decisions and take the actions required to benefit the chapter as a whole.

# **GOAL ORIENTED - FOCUSED ON REACHING A SPECIFIC OBJECTIVE**

It's important to evaluate your chapter's progress and find ways your chapter can improve throughout the year. A good leader thinks optimistically, plans pragmatically, and documents these goals.

#### **RESPONSIBLE - BEING DEPENDABLE, KEEPING PROMISES AND HONORING COMMITMENTS**

For many, the most difficult idea of being a leader is personal responsibility. Chapter leaders have the highest authorities within the chapter and must be trustworthy and reliable workers.

# ACCOUNTABILITY - AN OBLIGATION/ WILLINGNESS TO ACCEPT RESPONSIBILITY

Every leader will, at some point, make mistakes. People respect those who assume responsibility, admit their mistakes, try to fix them, and move on, thereby improving your chapter.

# **COMPROMISE - TO COME TO AGREEMENT BY MUTUAL CONCESSION**

Power struggles are extremely destructive -- a chapter needs unity to reach full potential. Most power struggles result in both sides losing. The best leaders know how to compromise; leaders cannot be too strong-willed, or nothing will be accomplished.

# TIME MANAGEMENT - THE ABILITY TO USE ONE'S TIME EFFECTIVELY OR PRODUCTIVELY

A good leader is proactive. This involves delegating work to the person who is best equipped to handle the job. Proactive leaders also use their time efficiently and work at large tasks in small steps over several days. Additionally, they prioritize their goals. If you cannot get everything done, get the most important things done.

#### **INCLUSION - TREATING EVERYONE FAIRLY AND RESPECTFULLY**

The best leaders include others. They work to incorporate the opinions of chapter members when appropriate and ensure that everyone feels welcome and accepted at chapter events.

