



# SKILLS AND KNOWLEDGE CHECKLIST

Although this checklist is long, don't worry: you don't need to know everything here to be successful and there are skills you have that probably aren't listed! The checklist follows the outline of the *Handbook*, so if you need more information on a topic you may find it there. We recommended you fill this out in pencil, as you will grow in skill and knowledge during your presidency and as your needs will change.

Area of Skill/Knowledge	“Got It” (✓)	“Want More” (✓)	Resources Available
Know & communicate organization direction/vision			
Develop key relationships			
Inspire others			
Develop the organization			
Direct day-to-day tasks/ operations			
Provide evaluation and feedback to “get the job done”			
Set personal/professional limits			
Am familiar with the CTA/NEA structure			
Know my role in the Chapter			
Know others' roles in the Chapter			
Know the roles of leadership and staff			
Know my role in the district and community			
Am familiar with Chapter governance documents			
Understand my fiduciary duties & responsibilities			
Am familiar with membership dues structure and processing			
Know our duty to represent members fairly (DFR)			
Know rules for fair and open Association elections			





Area of Skill/Knowledge	“Got It” (✓)	“Want More” (✓)	Resources Available
Know & communicate organization direction/vision			
Understand rules governing our relationship with the district			
Know how to handle allegations against members			
Am familiar with the rules governing political action			
Know the important deadlines			
Regularly employ the plan-act-evaluate cycle and use the COGS			
Distributes leadership responsibilities to strengthen chapter			
Delegate as frequently and effectively as possible			
Plan for and involve members in Chapter actions			
Know and use the menu of member benefits available			
Prepare for and conduct meetings effectively			
Create and effectively communicate messages to members, the district and community			
Manage time, resources and people effectively			
Listen well			
Manage conflict well			
Recognize and plan to maximize diversity			
Effectively involve others in decision making			
Other			

