

Getting Started

This **Chapter Leader Materials** binder is a tool to help organize the materials needed in your role as a volunteer chapter leader. This “empty binder” concept is meant to allow you to customize it as you see fit. The tabs are guides to the types of information you might use in your chapter leadership meetings and as you perform your role.

This binder has both pre-printed and blank tabs for your use. Behind each printed tab is a brief overview of what was intended for that tab and some useful tips. Also included are instructions as to where the information can be found on the Internet. If you don't have access to the Internet, work with one of your chapter leaders who has access, or visit your local library.

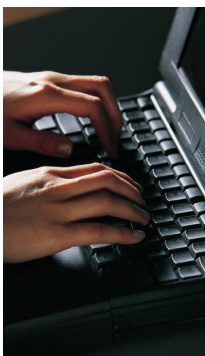
To get started:

- ✓ You will need a User ID and Password to work as a chapter leader in the Chapter Leadership Administration section of www.thrivent.com. This User ID and Password allow you to request funds, report activities, order supplies and much more.
- ✓ To register, go to www.thrivent.com and click **Register** in the blue box on the upper right side of the page and follow the prompts. *Note: If you've already registered on Thrivent.com to view your personal accounts, there is no need to register again.*

Note: All elected positions serve a one-year term beginning Jan. 1 (or whenever appointed) and ending Dec. 31. Members may serve in elected leadership board positions for a maximum of four consecutive terms. If a member serves four consecutive terms, that member is required to take a one-year break before serving again in an elected position.

When leaving the board, this **Chapter Leader Materials** binder is meant to be passed on to your successor.

Thank you!



To Do:

For online information: Go to www.thrivent.com > Thrivent Community > Chapters > Volunteer Leader Resources > For Chapter Leaders:

- **Ask CHIP** to get answers about chapter-related topics.
- **Chapter Leader Roles** and **Resources for All Chapter Leaders** to learn more about the chapter system, your role as a volunteer leader and chapter programs.
- **Forms**, which also has tools and templates for use before, during and after activities.
- **Visibility Toolkit** to help promote your events and create awareness.
- **Chapter News** for latest information to help you in your role.
- **Chapter Calendar** to view deadlines and dates important to your role.

Chapter Leadership Board

Each chapter will have a leadership board that provides direction and leadership to the chapter members. Thrivent Financial for Lutherans members who are members of the chapter will elect these leaders.

Responsibilities

- ✓ Be an ambassador for Thrivent Financial; reach out and involve more people in chapter activities.
- ✓ Support and partner with congregational advocates to see Thrivent Financial's mission and the mission of the congregations being fulfilled.
- ✓ Promote Thrivent Choice® among chapter members at local chapter events and in congregations, and approve local organizations that enroll as Choice DollarSM recipients.
- ✓ Inform chapter members and others of upcoming activities using a variety of tools (e.g., updated and compelling chapter website, chapter mailing system, bulletin inserts, etc.). Promote the activities and encourage participation.
- ✓ Meet **as often as necessary** to remain a viable, active chapter—quarterly at a minimum (in person or aided by technology). Many will want to meet monthly to review planned activities and activity requests in a timely manner.
- ✓ Recruit new members to the chapter leadership board and hold annual local chapter leader elections. Consider staggering their terms so that the board has continuous experience and all leaders' terms don't expire at the same time. Determine the number of leaders the board needs (five minimum) and recruit for these positions.
- ✓ Review and approve Care Abounds in Communities® chapter activity/funding requests.
- ✓ Recognize volunteers.
- ✓ Inform members about Thrivent Builds with Habitat for Humanity® via chapter mailings, events, chapter website, etc. *Note: For chapters that will support Thrivent Builds Homes projects, the leadership board is encouraged to help the Thrivent Builds Chapter Specialist promote the build(s) and encourage members to get involved.*
- ✓ Order chapter supplies and create chapter communications as necessary.

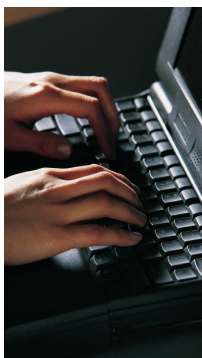
Highlights

- ✓ 10 elected board positions; 3 required positions include President, Records Director and Financial Director (need a minimum of five board positions filled) – must be from different households and must be a member of the chapter in which they've been elected.
- ✓ Leaders must be a Thrivent Financial benefit or associate member (age 16 or older).
- ✓ All positions serve a one year term (term ending Dec. 31) and can serve four consecutive terms.
- ✓ Each chapter leader's name, address, phone number and e-mail address may be available through a public page on the internet.
- ✓ A valid e-mail address and internet access is required for the Records Director and Financial Director and is recommended for all positions.

Agendas/Minutes

Great meetings don't just happen — they're designed. You think about your meeting, plan it, design it and conduct it. You can use the **Chapter Meeting Planner** form (see 'To Do' section below) to help design your meeting. Sample agenda items and meeting guidelines include:

- The chapter leadership board should meet as often as necessary to remain a viable, active chapter – quarterly at a minimum. Thrivent chapters are legally required to meet at least once every three months.
- Previous meeting minutes should be reviewed and approved at the next meeting.
 - When recording minutes, remember confidentiality must be maintained. When discussing an activity for a recipient, you may not want to include the details of recipient's situation.
- A financial report should be presented by the financial director. The report should include:
 - Beginning and ending balance in account.
 - List of checks written and deposits made.
 - Operating funds balance.
- Each chapter leader should have the opportunity to present a report, as needed.
- New chapter members must be accepted into membership at each meeting.
- Use the Purpose-Driven Guidelines to provide clarity on what's appropriate for using tax-exempt funds. (see below)
- Minutes need to be kept for seven years. If you enter your minutes online in the Chapter Leadership Administration page, the minutes will automatically be kept for your chapter (see below).
- When recording the minutes, focus on three categories of information:
 - Decisions reached (including a decision for each activity submitted to the board).
 - Action items that people need to follow up on.
 - Open issues.



To Do:

For online information: Go to www.thrivent.com > Thrivent Community > Chapters > Volunteer Leader Resources > For Chapter Leaders

- **Chapter Leadership Administration Menu**
 - Order Chapter Supplies—where you can download and print copies of the Chapter Meeting Planner.
 - Manage Chapter Meeting Minutes—to enter the minutes online.
 - Report Locally Supported Activity Results—to report chapter meeting information.
 - Report additional volunteer/administrative hours.
- **Resources for All Chapter Leaders**
 - Access the Purpose Driven Guidelines Knowledge Aid.
- **Ask CHIP** Search “Chapter Meetings”, “Chapter Constitution”.

Chapter Programs, Workshops and Materials

Care Abounds in Communities®

The Care Abounds in Communities program supports activities conducted by Thrivent Financial for Lutherans members to help individuals, families, local communities and not-for-profit organizations. *Tip: Reference the Purpose-driven Guidelines as your board makes funding decisions.*

Chapter materials and supplies such as posters and bulletin inserts can be printed from the website (see below).

Thrivent Choice®

Thrivent Choice® lets members recommend where some of Thrivent Financial's charitable outreach funds go by directing Choice DollarsSM and by participating in Voting Events.

Tools and resources that will help chapter leaders, congregational advocates and organizations promote the Thrivent Choice® program to their constituents are available online (see below).

Educational Workshops

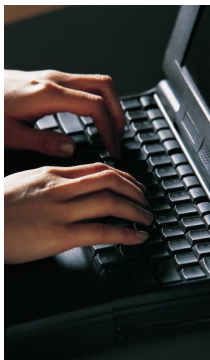
Chapters are encouraged to conduct educational activities to attract and involve more members. By educating our members, they are able to make more informed decisions, be wise with money and inspire them to live generously.

Member Social Activities

A chapter member social activity brings **Thrivent Financial members and their personal guests** together to strengthen relationships among members.

Member social activities provide chapters with another opportunity to attract and involve more members.

Details and tools about the eligible chapter educational workshops and member social activities are available online (see below).



To Do:

For online information: Go to www.thrivent.com > Thrivent Community > Chapters > Volunteer Leader Resources > For Chapter Leaders :

- **Care Abounds in Communities®**—learn more about this program at www.thrivent.com > Thrivent Community > Programs & Outreach > Volunteering Programs.
- **Thrivent Choice®**—review program details, and tools and resources (fact sheet, FAQs, tutorial, bulletin inserts, flyers, posters) at www.thrivent.com > Thrivent Community > Thrivent Choice > Program Details > Tools & Resources.
- **Chapter Leadership Administration Menu** (in For Chapter Leaders)—see Order Chapter Supplies for additional chapter program resources.
- Ask **CHIP** and type in “educational workshops” or “member social activities” in the “Search For:” box.

Chapter Communication/Promotion

Communicating and promoting your chapter and its activities to chapter members, congregations and communities is important, and encourages participation in chapter activities. There are many different tools available to you to help you:

- **Chapter mailing service** (2-page or 4-page newsletter, post card)—Send various types of mailings to members of your chapter.
- **Chapter website**—Members can access any time to get the most current chapter information.
- **Bulletin insert**—Promote chapter activities in local congregations.
- **Flyer**—Post or leave behind anywhere. Provides space for a little more information.
- **Find Events and Workshops** (on Thrivent.com)—Register your chapter event on Thrivent.com to reach a larger audience in your area.
- **Local newspaper ad**—A great way to reach out to your local community.
- **Calling tree/personal ask**—Personally inviting someone to an event encourages their attendance.



Sample Chapter Activity Postcard

Missouri			
If you don't see a workshop that you're looking for in your area, you can request a workshop .			
Sort by: Date City Event Type			
Details	Kirkwood	December 5, 2010	Charitable Event
Basket of Hope Christmas Packing Event			
Details	Cole Camp	November 29, 2010	Workshop
Economic and Investment Outlook			
Details	Saint Peters		Thrivent Builds Homes
Thrivent Builds Homes			

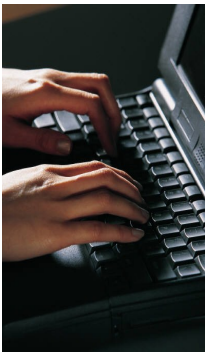
Sample Find Events & Workshops page on Thrivent.com

Your chapter may have other great ideas for communicating with members and others about the activities of your chapter.

To Do:

For online information: Go to www.thrivent.com > Thrivent Community > Chapters > Volunteer Leader Resources > For Chapter Leaders:

- **Ask CHIP** and type the topic name in the “Search For:” box.
- **Chapter Leadership Administration Menu**, Manage Chapter Newsletters to access this service.
- **Resources for All Chapter Leaders** for tools & resources , including chapter communications , visibility toolkit and posting your chapter events on Thrivent.com.



Online Reporting

Chapter leaders can complete tasks such as requesting program funds, reporting activity results, ordering supplies, managing operating funds and accessing reports online.

[Thrivent Community](#) > [Chapters](#) > [Volunteer Leader Resources](#) > [For Chapter Leaders](#) > **Chapter Leadership Administration**

Chapter Leadership Administration

This is the **home page** for chapter leaders to perform their administrative responsibilities.

Central Lehigh County Chapter of Thrivent Financial
Chapter Number:
PENNSYLVANIA
Regional Financial Office Number: 165

Carol VanHammond (Override ID)
President

If you have questions about your chapter,
please call the Fraternal Service Center at 1-800-236-3736.

View Details About This Chapter

- ▶ [Current Chapter Leadership Board](#)
- ▶ [Chapter Leadership Board History](#)
- ▶ [Current Congregational Volunteers by Congregation](#)
- ▶ [Congregational Volunteer History by Congregation](#)
- ▶ [Lutheran Engagement Team](#)
- ▶ View Care Abounds in Communities

Program Funds Available

Chapter Leader/Congregational Volunteer Tasks

- ▶ [Manage Chapter Leaders](#)
- ▶ [Manage Congregational Volunteers](#)
- ▶ Manage Chapter Meeting Minutes
- ▶ [Manage Chapter Announcements](#)

Supplies

- ▶ [Order Chapter Supplies](#)

Operating Funds

- ▶ Manage Chapter Operating Funds

Activity Tasks

- ▶ [Request for Care Program Activity Funding \(with or without pre-funding\)](#)
- ▶ [Report Care Program Activity Results \(activities supported with Care Program Funds\)](#)
- ▶ [Withdraw Activity](#)
- ▶ [Change Funding Request Amount](#)
- ▶ [Record/Update Donations](#)
- ▶ Report Locally Supported Activity Results (e.g.
educational workshops, member socials,
charitable activities, meetings, elections, Join
Hands Day, etc.)
- ▶ View Activities

Mailings

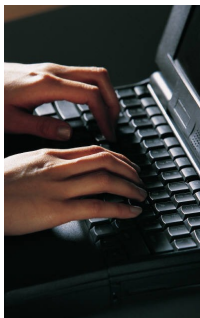
- ▶ [Estimate Mailing Costs](#)
- ▶ [Manage Chapter Newsletters](#)

Reports/Listings

- ▶ [Chapter Dashboard](#)
- ▶ [Chapter Dashboard Quick Reference Guide](#)

Quick Reference

Use this area to store helpful quick reference guides and other useful resources. *Tip: Update printed materials at least once per year to assure that you have the most recent information.*



To Do:

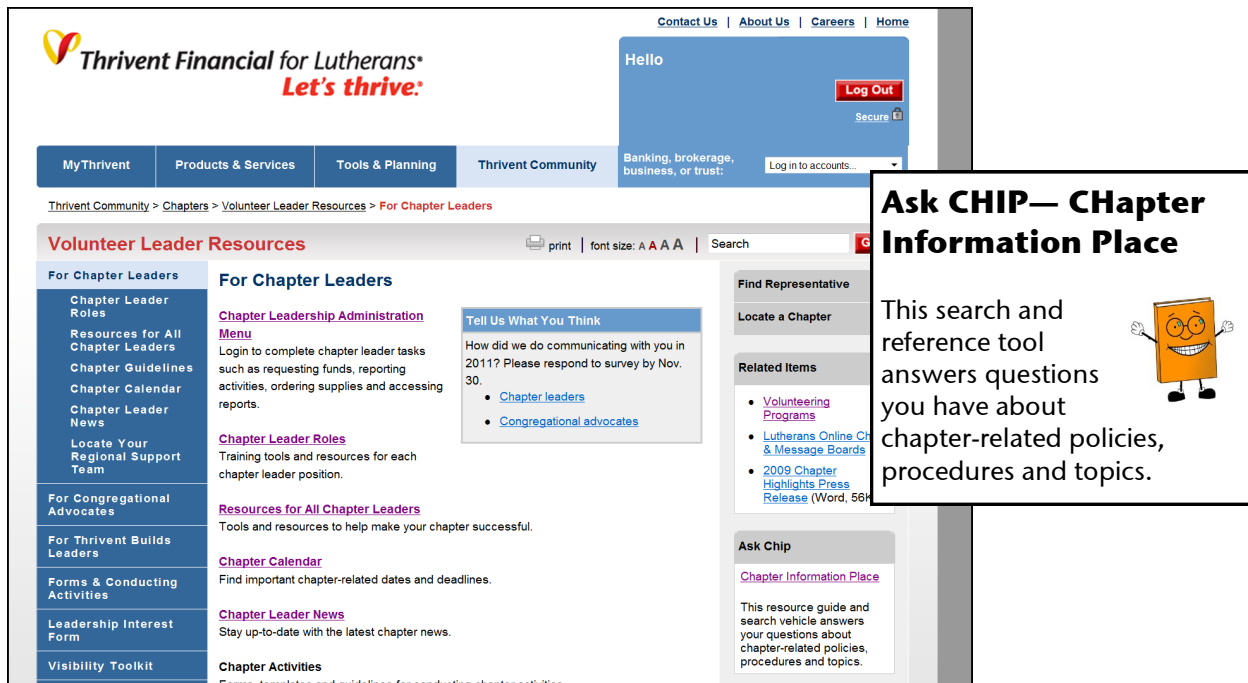
For online information: Go to www.thrivent.com > Thrivent Community > Chapters > Volunteer Leader Resources

> For Chapter Leaders:

- **Chapter Leadership Administration Menu**
- **Care Abounds in Communities®**
- **Thrivent Choice®**
- **Chapter Leader Roles and Resources for All Chapter Leaders** for online tutorials and quick reference guides, including information on managing operating funds and locally supported activities.


Resources

There are many resources available at www.thrivent.com > Thrivent Community > Chapters > Volunteer Leader Resources > For Chapter Leaders to help make your chapter leader role as easy as possible.



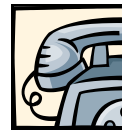
Ask CHIP— Chapter Information Place

This search and reference tool answers questions you have about chapter-related policies, procedures and topics.



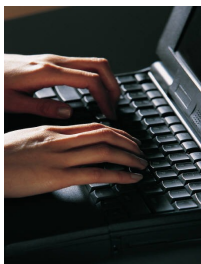
Chapter Leadership Administration Menu

Located on Volunteer Leader Resources > For Chapter Leaders, this menu is for chapter leaders to perform their administrative responsibilities. Chapter leaders can view chapter details, view activities, report and request or change funding requests, order chapter supplies, request and produce newsletters, and much more.



Staff is available to answer your chapter-related questions. To speak with a staff member, call **800-847-4836** and say “fraternal” or email fraternal@thrivent.com.

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- **Chapter Leader News** for the latest information to help you in your role.
- **Ask CHIP—Chapter Information Place** to answer your questions.