

Road Map to Success – All Chapter Leader Roles

Year-at-a-glance checklist to help you learn and carry out your chapter leader role

Thank you for choosing to share your time and skills as a Thrivent chapter leader. Here is a checklist of tools and resources designed to help you be successful in your role. Remember, chapter leader responsibilities can be shared or overlapped to suit the needs of your own chapter leadership board.

The key to the abbreviation icons **R** **T** **CHIP** are listed below. Clicking on an icon or any underlined words in this document will either take you to its online location or directly to the document.

Tools to increase your knowledge of the role and related topics	Tasks to complete as part of the chapter leadership board
<ul style="list-style-type: none"> <input type="checkbox"/> If you are a new leader, view the <i>New Volunteer Leader Orientation</i> webinar and the webinar for your specific role on Volunteer Leader Resources. R T <input type="checkbox"/> Browse the following areas in the Volunteer Leader Resources area of thrivent.com: R <ul style="list-style-type: none"> ○ For Chapter Leaders ○ Forms & Conducting Activities ○ Ask CHIP <input type="checkbox"/> Review the following topics in CHIP: CHIP <ul style="list-style-type: none"> ○ <i>Leadership board</i> ○ <i>Privacy Policy</i> ○ <i>Thrivent Financial Logo Use and Naming Guidelines</i> ○ <i>Co-hosting activities guidelines & reporting</i> ○ <i>Chapter elections</i> ○ <i>Recruiting volunteers</i> ○ <i>Volunteer leader eligibility (conflicts of interest)</i> <input type="checkbox"/> Work through the <i>Administration Overview and Requesting Funds and Reporting Activity Results Online</i>, short, easy-to-complete tutorials. R <input type="checkbox"/> Attend local or regional training events provided by your LET team as available. 	<ul style="list-style-type: none"> <input type="checkbox"/> Register for a user ID and password to access the Chapter Leadership Administration Menu online. See How to Create a My Thrivent Account R for details. <input type="checkbox"/> Print Chapter Calendar. R <input type="checkbox"/> Read the monthly Chapter News e-mails and periodic e-mails from your Lutheran Engagement Team (LET) and Thrivent Financial. R <input type="checkbox"/> At the first chapter meeting, the entire board may want to do/discuss the following: <ul style="list-style-type: none"> ○ Discuss and schedule a regular time, date and location for chapter board meetings for the year. CHIP Search “meeting requirements”, “meetings” ○ Review Thrivent Financials mission statement. Start a conversation on the chapter planning process. <i>Note: 2012 chapter planning tools will be available in January.</i> ○ Discuss the Responsibilities of the Leadership Board and the roles of each of the chapter leaders and plan who will do what in the coming year. R ○ Review/establish chapter guidelines on how the board will handle funding requests, promoting activities, budget operating funds, etc. R ○ Discuss and schedule large events/functions (e.g. chapter educational and social events). CHIP Search “educational”, “social” ○ Admit new chapter members and leaders (at every meeting as needed). CHIP Search “admit”, “install” ○ Ask for updates on service teams with activities planned or in progress at each meeting. <input type="checkbox"/> Actively recruit people who would be good additions to the chapter board for next year. CHIP Search “Recruiting Chapter Leaders” <input type="checkbox"/> If leaving your position, prepare and pass along information and resources to aid the transition of the new person in the role. CHIP Search “transition”

Key

- R** Resources for members and volunteers.
- T** Computer-based learning modules.
- CHIP** Online chapter reference tool. Click on “Ask CHIP.”

Questions? The Member Connection Center is available to answer your questions.

- Call 800-THRIVENT (800-847-4836) and say “Fraternal” between 7 a.m. and 9 p.m. Central time, Monday—Friday or email fraternal@thrivent.com.