

Road Map to Success – Chapter Events Director

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. You may **also want to review the “[All Roles](#)” checklist** for items that apply to all chapter leadership board roles. 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 your role
<ul style="list-style-type: none"> <input type="checkbox"/> If you are a new leader, view the <i>New Volunteer Leader Orientation</i> webinar on Volunteer Leader Resources. R T <input type="checkbox"/> View the <i>Chapter Events Director role-specific training</i> webinar on Chapter Leaders Roles in the Optional Elected Positions tab. R T <input type="checkbox"/> Review Understanding Your Role—Events Director R for details about your role. <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 Visibility Toolkit Ask CHIP <input type="checkbox"/> Review the following topics in CHIP: CHIP <ul style="list-style-type: none"> Privacy Policy Thrivent Financial Logo Use and Naming Guidelines Co-hosting activities guidelines & reporting Recognizing volunteers <input type="checkbox"/> Work through <i>Administration Overview</i> and <i>Requesting Funds and Reporting Activity Results</i>, short, easy-to-complete tutorials. R 	<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"/> Develop a recognition plan for chapter volunteers, including board members, service teams and congregational volunteers. CHIP Search “<i>recognition</i>” <input type="checkbox"/> Work with the chapter leadership board to plan chapter-wide events such as training sessions, election meetings, educational and social activities and guide service teams in planning chapter activities. CHIP Search “<i>event</i>”, “<i>social</i>” or “<i>educational</i>.” <input type="checkbox"/> Work with the Communications Director to design and set up event displays. CHIP Search “<i>publicity</i>” <input type="checkbox"/> Strive for activities that create visibility for the chapter and Thrivent Financial. R See Visibility Toolkit. <input type="checkbox"/> Attend local or regional training events provided by your LET team as available.

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.