

## Road Map to Success – Chapter Vice President

### *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"> <li><input type="checkbox"/> If you are a new leader, view the <i>New Volunteer Leader Orientation</i> <a href="#">webinar</a> on <a href="#">Volunteer Leader Resources</a>. <b>R</b> <b>T</b></li> <li><input type="checkbox"/> View the <i>Vice President role-specific training</i> <a href="#">webinar</a> on <a href="#">Chapter Leaders Roles</a>. <b>R</b> <b>T</b></li> <li><input type="checkbox"/> Review <a href="#">Understanding Your Role – Vice President</a> <b>R</b> for details about your role.</li> <li><input type="checkbox"/> Browse the following areas in the <a href="#">Volunteer Leader Resources</a> area of <a href="#">thrivent.com</a>: <b>R</b> <ul style="list-style-type: none"> <li>o <a href="#">For Chapter Leaders</a></li> <li>o <a href="#">Forms &amp; Conducting Activities</a></li> <li>o <a href="#">Ask CHIP</a></li> </ul> </li> <li><input type="checkbox"/> Review the following topics in <a href="#">CHIP</a>: <b>CHIP</b> <ul style="list-style-type: none"> <li>o <i>Privacy Policy</i></li> <li>o <i>Thrivent Financial Logo Use and Naming Guidelines</i></li> <li>o <i>Co-hosting activities guidelines &amp; reporting</i></li> <li>o <i>Inviting elected officials to chapter events</i></li> <li>o <i>Chapter elections: nominating committee &amp; recruiting guidelines</i></li> <li>o <i>Recognizing volunteers</i></li> </ul> </li> <li><input type="checkbox"/> Work through <i>Administration Overview and Requesting Funds and Reporting Activity Results</i>, short, easy-to-complete <a href="#">tutorials</a>. <b>R</b></li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Register for a user ID and password to access the Chapter Leadership Administration Menu online. See <a href="#">How to Create a My Thrivent Account</a> <b>R</b> for details.</li> <li><input type="checkbox"/> Print <a href="#">Chapter Calendar</a>. <b>R</b></li> <li><input type="checkbox"/> Read the monthly <a href="#">Chapter News</a> e-mails and periodic e-mails from your Lutheran Engagement Team (LET) and Thrivent Financial. <b>R</b></li> <li><input type="checkbox"/> Establish a plan for including legislators at chapter activities. Review <a href="#">Inviting Elected Officials to Chapter Activities</a>. <b>R</b></li> <li><input type="checkbox"/> Oversee planning/direction of the board and ensure that chapter leadership board election and financial audit occur. <b>CHIP</b> Search “Chapter elections.”</li> <li><input type="checkbox"/> Review/create succession plan and ensure that all required positions will be filled for next year and the results reported on the online system. <b>CHIP</b> Search “<i>required positions</i>”, “<i>reporting results</i>”, “<i>term limits</i>.”</li> <li><input type="checkbox"/> Appoint and lead the chapter’s Nominating Committee, which recruits chapter leaders for the upcoming year. <b>CHIP</b> Search “<i>Nominating committee</i>,” and “<i>Leadership board: eligibility &amp; specifics</i>.”</li> <li><input type="checkbox"/> Recognize chapter volunteers for their efforts. <b>CHIP</b> Search “<i>recognition</i>”</li> <li><input type="checkbox"/> Attend local or regional training events provided by your LET team as available.</li> </ul> |

#### **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](mailto:fraternal@thrivent.com).