

# President

Your role as president is to provide leadership to the chapter leadership board. The board provides strategic direction, leadership planning and administration support to service teams.

## What will the president do?

Responsibilities are to provide leadership to the board including:

- Oversee planning and strategic direction of the board.
- Schedule and conduct regular meetings.
- Provide direction and oversee the activity level of service teams.
- Ensure the chapter leadership board election occurs.
- Ensure the annual chapter audit and Chapter Summary Report are completed.
- Welcome and admit new members.
- Install new chapter leaders.
- Solicit input from advisory members of the chapter leadership board.
- Be an ambassador for Thrivent Financial; reach out and involve more people in our mission through a variety of chapter activities.

## Planning and strategic direction of board

The president should lead the chapter leadership board in completing the following:

- Review Thrivent Financial’s mission statement. Start a conversation on the chapter planning process using the resources provided. Think about what your chapter wants to accomplish this year. Who are we? What do we do? How can we do it? Whom do we serve? How will you strengthen Christian communities by helping members be wise with money and inspire them to live generously?
- Plan out the year. How often will you meet, when and where? Are there big functions you need to schedule now (e.g. Join Hands Day, last day to request funds, any social or educational activities you want to hold)?
- Establish guidelines on how the board will handle the funding request process. *Tip: Use the “Chapter Leadership Board Activity Review Process” form found on For Chapter Leaders page on Thrivent.com and in CHIP, search “Funding Process.”*
- Recruit leaders. Watch for people who would be good additions to the board. Remember—the board can appoint members to open optional leader positions.
- Do succession planning. You don’t want leaders leaving the board each year at the same time. Discuss this with the board and consider staggering terms (e.g. only two new people each year).

## Conducting chapter meetings

Meetings can be conducted through the use of any means of communications where either:

- All participants simultaneously hear each other during the meeting (e.g., face-to-face meetings or teleconferences), or
- All communication from the meeting is immediately transmitted to each participant, each participant is able to immediately send messages to all other participants (e.g., online chat room on chapter website).

### Stay Informed

**Chapter News** is the official information source for chapter leaders. Available on the [For Chapter Leaders](#) page of [Thrivent.com](#), it includes valuable up-to-date information.

For additional resources, visit **Ask CHIP! Chapter Information Place** at [www.thrivent.com > Thrivent Community > Chapters > Volunteer Leader Resources](#).



### What’s inside

	Page
What will you do.....	1
Planning/strategic direction .....	1
Chapter meetings.....	1-2
Sample meeting agenda .....	2
Chapter leader elections .....	2
Installing chapter leaders .....	2
Admitting new members. ....	3
Audit of chapter finances and activities.....	3
Chapter Leadership Administration. ....	3
Internet security .....	3
Contact information.....	3

### Tips for conducting meetings

For tips on conducting meetings, visit [www.effectivemeetings.com](#) for information on teams, meeting basics, planning and presenting meetings, and a question-and-answer page.

## Conducting chapter meetings (cont.)

### Face-to-face meeting

When scheduling face-to-face chapter meetings, consider rotating the location within the chapter boundaries. All members of the chapter have a right to attend chapter meetings; therefore reasonable notice of chapter meetings must be provided to chapter members.

You may want to consider scheduling at least a few meetings as face-to-face to encourage relationship and team-building among board members and provide members to attend a meeting.

### Teleconference

The chapter leadership board may conduct its regular meetings via teleconference. Chapter operating funds should be used to pay for teleconference expenses. For instructions, go to CHIP and type 'teleconference' in the Search box.

### Online chat room

If your chapter leadership board conducts a chapter meeting using the online chat room on your chapter website, you can get a complete transcript of the meeting. This eliminates having to compile and distribute meeting minutes. For instructions, go to CHIP and type 'chapter meetings' in the Search box.

## Sample agenda topics

Here are some sample agenda topics you could use for your chapter meetings:

1. Call the meeting to order/roll call.
2. Admit new members into the chapter (legal requirement).
3. Review/approve minutes and financial reports from last meeting.
4. Reports (financial director, director of congregational advocates, Thrivent Builds chapter specialist, others).
5. Unfinished business/ New business (review/ approve/deny new funding requests; follow up on activity reporting; other).

Chapter leaders can access a printable chapter meeting planner that includes an agenda and chapter minutes form from the Chapter Leadership Administration menu (see page 3) or search in CHIP under "Agenda/minutes".

## Chapter leader elections

One characteristic of a fraternal benefit society is that it has a representative form of government. This means that adult (age 16 or older) benefit and associate members of the chapter decide via an annual election who they want to lead the chapter for the next year.

The chapter leadership board is responsible for announcing, planning, coordinating, conducting and reporting the results of the chapter leader elections.

The president ensures that the election occurs and should be available to provide direction and assistance if needed. *Chapter News* will include information on elections and resources available to help with this process.

## Installing Chapter Leaders

Installing chapter leaders is a way to recognize members who have agreed to be chapter leaders, and it reinforces their responsibilities to the membership and themselves. Installation should occur at a regular chapter meeting, shortly after the leader(s) take office.

### **Suggested script for installing chapter leaders:**

*(Introduce each chapter leader by name.)*

*You have been elected leader of \_\_\_\_\_ (chapter name) of Thrivent Financial for Lutherans.*

*By electing you, the members of the chapter have asked you to administer the operations of the chapter according to the bylaws of the association, and to carry out leadership responsibilities.*

*Do you agree to administer the operations of this chapter and carry out the responsibilities of your leadership positions? If so, answer "yes."*

## Admitting new members

The Constitution for Chapters, states the chapter leadership board is required to review and admit into membership eligible new members (if any) at each chapter meeting. Admitting persons into membership in chapters also is a legal requirement for fraternal benefit societies.

1. Chapter leaders can print a list of new members from the Chapter Leadership Administration page. Under Reports/Listings, select 'Newly Assigned Chapter Members', click **Go** to view list.
2. The members listed with a 'yes' in the "New Thrivent Financial Member" column are to be admitted.
3. Record in the meeting minutes that new members were admitted to membership.

## Audit chapter finances and activities

- The president ensures that the annual chapter audit is completed by either:
  - Selecting an “Audit Committee” consisting of at least three chapter members. Additional nonmembers may also serve on the committee.
  - Using a portion of operating funds (chapter board must vote to approve) to pay a professional independent auditor/accountant (non- volunteer) to perform the year- end audit.

*Note: To ensure impartiality, Thrivent Financial representatives, field managers, chapter leadership board members and close relatives of leadership board members should **not** be on the audit committee or serve as the professional auditor.*

- Provide the Audit Committee/auditor with the following documents:
  - Chapter meeting notes.
  - Monthly bank statements, checkbook ledger and duplicate check register.
  - Copies of, or access to, the list of activities reported online.
  - Receipts for general expenses.
  - Activity report forms for each Care® program activity.
  - Year-end Chapter Summary Report (CSR).
  - Step-by-step guide “Conducting Year-End Audit of Chapter Finances and Activities”.

*Note: The audit cannot begin until all of these documents are available (first or second week of January).*

- Ensure that the audit is completed, and that the committee chairperson or auditor signs the Chapter Summary Report (CSR) and Group 990 Tax Return Verification and gives it to a chapter leader. The chapter leader then signs the Verification page and mails it to the Operations Center in Appleton, WI by Feb. 28.
 

*Note: It is recommended that a chapter leader, without financial responsibilities for the chapter, oversee the audit process.*

## Chapter Leadership Administration

To access Chapter Leadership Administration, go to [www.thrivent.com](http://www.thrivent.com) in the MyThrivent tab. Type your **User ID** and **Password** in the blue box on the upper right and click **Log In**. *Note: If you’re visiting Chapter Leadership Administration for the first time, click “Register” to get a User ID and Password.* In the **MyChapter** box, click **Chapter Leaders Only**. This takes you directly to the Chapter Leadership Administration Menu.

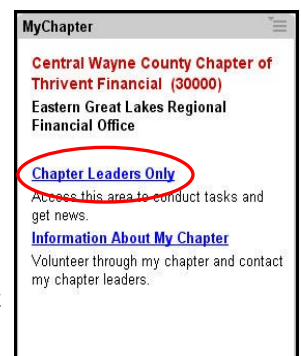
Alternately, the Administration Menu can be accessed via [www.thrivent.com](http://www.thrivent.com) > Thrivent Community > Chapters > Volunteer Resources > For Chapter Leaders.

Some of the tasks you might do from this area include:

- View activities and program funds available.
- Enter/update elected and appointed chapter leaders or congregational volunteers.
- Request activity funding and report results for program activities.
- Report locally supported activity results, including chapter board meetings.
- View/print reports and listings.
- Create and manage chapter mailings.

**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).



## Internet Security

Protecting member information is a responsibility that Thrivent Financial for Lutherans takes very seriously. Our security ensures that only the people with the appropriate authorization receive access to certain information. Through a registration process, members establish a user ID and password needed to enter certain areas of the website.

Your User ID and password identify you as a member and chapter leader and give you access to Chapter Leadership Administration. The password is created online and used immediately.