

Your role as records director is to provide leadership to the administrative functions of the leadership board. This person is part of a board that provides strategic direction, leadership planning and administration support to service teams.

## What will the records director do?

Internet and email access and experience are required. The records director will:

- Maintain records of the leadership board.
- Receive and process correspondence to and from community service teams.
- Maintain accurate and up-to-date records, planning calendars and meeting minutes.
- Submit necessary non-financial reports to the Operations Center.
- Verify that reporting is accurate.

## Clarify your responsibilities

The financial director and records director are two positions on the chapter leadership board that are required to have internet access. The internet reporting functions could be shared between these positions or any other elected leaders who have internet access.

## Care Abounds in Communities® activities

As the records director you are responsible for requesting, changing and/or reporting activities for the chapter using the online system.

## Recording a meeting

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.

Chapter minutes are required for each meeting. They are a record of actions taken and decisions made at chapter meetings. The chapter records director typically is responsible for taking minutes.

- Previous meeting minutes should be reviewed and approved at each 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 the recipient’s situation.
- 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.
- When recording the minutes, focus on three categories of information:
  - Decisions reached.
  - Action items to follow up on.
  - Open issues.
- Chapter meeting minutes should:
  - Confirm that activities brought to the chapter leadership board were voted on.
  - Reflect activities were approved or denied.
  - Include reports by board members, especially from the financial director or assistant financial director.
  - Document new members being admitted to the chapter.
- A printable chapter meeting planner (includes an agenda and chapter minutes form) can be accessed from Chapter Leadership Administration (see p.2).

## 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](http://www.thrivent.com) > Thrivent Community > Chapters > Volunteer Leader Resources.

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**Note:** The following three tasks can be done on the Chapter Leadership Administration Menu.

### Recording minutes online

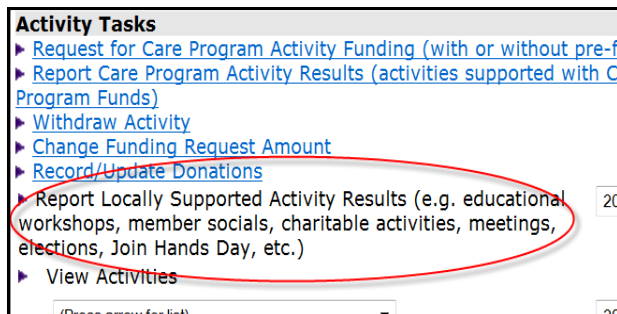
1. In the Chapter Leader/Congregational Volunteer Tasks section, select Manage Chapter Meeting Minutes and follow the instructions.



### Reporting a meeting

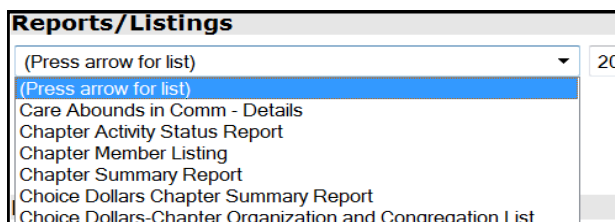
Chapter meetings need to be reported online after each meeting.

1. Under Activity Tasks section, click the appropriate year after Report Locally Supported Activity Results, then click Go.
2. Follow the on-screen prompts to complete the fields. For *Category* select Administrative/Educational, then for *Activity Type* choose Meeting - Regular Chapter.



### Printing reports

1. Click on the arrow under Reports/Listings and select the report you need.



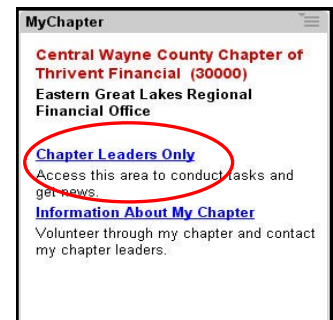
**Questions?** The Member Connection Center is available to answer your questions.

- ♦ 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).

## 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:

- Record chapter meeting minutes online.
- View activities and program funds available.
- Enter/update elected and appointed chapter leaders or congregational volunteers.
- Request activity funding and report results for Care program activities.
- Report locally supported activity results, including chapter board meetings.
- View/print reports and listings.
- Order chapter supplies.
- Create and manage chapter mailings.
- View Lutheran Community Service Team members.

## 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.