

# Vice President

Your role as vice president is to provide strategic direction, leadership planning and administration support to community service teams.

## What will the vice president do?

Responsibilities are to provide leadership to the board in the absence of the president. Together with or in the absence of the president, this position will:

- Oversee planning and strategic direction of the board.
- Provide direction and oversee the activity level of service teams.
- Ensure that the chapter leadership board election and the annual financial audit occur.
- Serve as legislative contact for the chapter.
- Invite elected officials to attend chapter activities, especially highly visible activities.
- Track and retain documented records of elected officials attendance at chapter activities.
- Serve as the leader of the Nominating Committee, to identify future chapter leaders.
- Ensure recognition of volunteer efforts.

## Annual chapter leader elections

One characteristic of a fraternal benefit society is that it has a representative form of government. This means that benefit and associate members (age 16 or older) 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 managing the local election process including; announcing, planning, coordinating, conducting and reporting the results of the chapter leader elections. Chapters are given operating funds to use for this purpose.

Because the vice president serves as the leader of the Nominating Committee, they should become familiar with the available resources and watch **Chapter Leader News** (see right) for more information.

## Government impacts on fraternal benefit societies\*

Government has tremendous influence on the ability of fraternal benefit societies to serve fraternal members and their communities. One of the most important examples of this impact is the tax-exempt status granted by government. The vice president and communications director serve as legislative contacts within the chapters.

Fraternal organizations are granted tax-exempt status in recognition that their volunteers, through lodges and chapters, help build better communities. Fraternal chapters leverage more positive community impacts utilizing tax-exempt funds than the government could with those same dollars.

However, the political environment is undergoing dramatic changes. State and local budget challenges, partisan changes and the election of new lawmakers all are reminders that we must constantly educate elected officials about who fraternal are and what they contribute to our communities. We cannot assume elected officials understand what a “fraternal benefit society” is or about the impacts that fraternal volunteers have. It is only once they **experience** these impacts for themselves that they will truly understand it.

\*Information provided from the National Fraternal Congress of America.

## Stay Informed

**Chapter Leader 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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## Include elected officials at events

Elected officials—local, state and even federal—must get to know fraternal benefit societies. Lawmakers need opportunities to interact with fraternal volunteers in their local communities. Establishing relationships through contacts at the chapter level is the most important way for a fraternal to ensure that elected officials support fraternal and fraternal tax exemptions.

Local contacts can show government officials that his or her support really does make a difference right in their own community. Invite elected officials to attend chapter volunteer events. It is not necessary to lobby government officials about issues at these events. Simply invite them to participate in or observe the charitable work.

For more information and ideas on this topic, see [Inviting Elected Officials to Chapter Activities](http://www.thrivent.com/members/pdf/InvitingLegislators.pdf) (www.thrivent.com/members/pdf/InvitingLegislators.pdf).

## Nominating Committee for annual chapter leader election

The chapter vice president has the duty to appoint a Nominating Committee that includes four to six elected chapter leaders. The committee also may include additional members of the chapter, but the number of additional members must be less than the number of elected chapter leaders on the committee. The vice president serves as the chair of the Nominating Committee.

**Important:** As Nominating Committee members recruit candidates for chapter leadership positions, it's important that they:

- Let all nominees know in what way their contact information will be shared on the internet if they are elected as chapter leaders.
- Get the nominee's consent (verbal) to be a candidate before adding his or her name to the ballot.

Be aware that some members (e.g., Thrivent Financial associates) are not eligible to hold **elected** chapter leadership positions due to conflicts of interest.

In addition, because the chapter system is quickly transitioning to an online environment, it is strongly recommended that the Nominating Committee recruit people who have access to and are comfortable with using email and the internet. Remember, the financial director and records director are *required* to have a valid email address and internet access for their roles.


Note: All chapter leader candidates must be members of the chapter they would be serving as chapter leaders.

## Tips for personal meetings

- ☑ Look for appearances by elected officials—town meetings, civic events, community gatherings etc.
- ☑ Make a point of meeting and visiting elected officials when you're at the same function.
- ☑ Schedule a meeting with an elected official to respectfully share your views on an important issue.
- ☑ When you meet an elected official, tell him/her about the good work of your fraternal benefit society.

## Tips for including elected officials at events

- ☑ Consider inviting an elected official to all your events—chapter meetings, conventions, regional meetings, picnics, recognition events, etc.
- ☑ Call the elected official's office to see if he/she will be in town and where invitations should be sent.
- ☑ Send a personal, written invitation.
- ☑ Keep in contact with the official's office. Share a complete description of the events. Offer suggestions on what the official may want to address with the event attendees.
- ☑ Allow for the elected official to be a central part of the event and arrange for photos and publicity.
- ☑ After the event, send a thank you note to the elected official and any staff members instrumental in scheduling the official's participation.



See Privacy—impacts on chapter-related issues. Go to CHIP (see p.1) and search on 'privacy'.

## Recognizing volunteers

Recognizing volunteers is an important role of the chapter leadership board. Recognition provides volunteers with a sense that their efforts are appreciated. Here are a few principles to follow when recognizing the volunteers you work with:

- Deliver recognition in a personal and honest manner. Avoid making it too overproduced.
- Tailor recognition and rewards to the unique needs of the people involved.
- Timing is crucial. Time delays weaken the impact of the recognition program.
- Have a clear message. Be sure volunteers understand why they are being recognized.

Volunteers who are appreciated and feel good about their work are much more likely to volunteer again, and they inspire others to volunteer too.

And remember—volunteer recognition is an excellent use of chapter operating funds!

## Chapter Leadership Administration

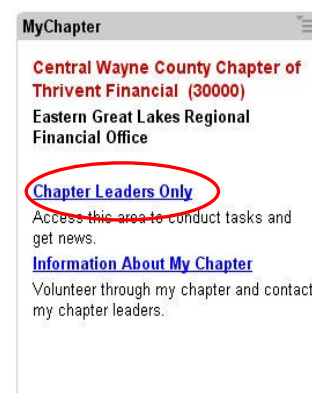
To access Chapter Leadership Administration, go to [www.thrivent.com](http://www.thrivent.com) in the MyThrivent tab. Type your **User ID** and **Password** in the blue box on the upper right and click **Log In**. *Note: If you're visiting Chapter Leadership Administration for the first time, click "Register" 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 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.

**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).