Road Map to Success Check-List – All Chapter Leader Roles

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. Remember, chapter leader responsibilities can be shared or overlapped to suit the needs of your own chapter leadership board.

Tools to increase your knowledge of the role and related topics	Tasks to complete as part of the chapter leadership board
❑ If you are a new leader, view the Computer Based Training on the Member Leader Training page. ❑ Browse the topics in Member Leader Resources area of thrivent.com, paying particular attention to: ○ *Chapter Leadership board* ○ *Programs and Activities* ○ *Communication and Promotion* ○ *Finances and Funding* ○ *Meetings* ○ *Elections* ○ *Policies and Guidelines* ○ ❑ Attend local or regional events provided by your Community Engagement Team (CET) as available. ❑ Read the monthly *Member Leader News* emails and periodic emails from your CET and Thrivent Financial.	❑ If necessary, register for a Thrivent.com user ID and password to access the Chapter Leadership Administration Menu. *On Thrivent.com, click "Register Now" in the upper right hand corner*. ❑ Print *Chapter Calendar*. ❑ Read the monthly *Member Leader News* emails and periodic emails from your CET and Thrivent Financial. ❑ At the first chapter meeting, the entire board may want to do/discuss the following: ○ Discuss and schedule a regular time, date and location for chapter board meetings. See *Meetings* in Member Leader Resources. ○ Review *The Thrivent Way*, Thrivent Financial's mission, vision, and values statement. Start a conversation on the chapter planning process. ○ Discuss the *Roles* of each chapter leader and plan who will do what in the coming year. ○ Establish chapter guidelines on how the board will handle funding requests, promoting activities, budget operating funds, etc. Your chapter's plan may assist in creating guidelines. ○ Discuss and schedule large events/functions (e.g. Chapter educational and social events). See *Activities* in Member Leader Resources. ○ Admit new chapter members and leaders (at every meeting as needed). ○ Ask for updates on service teams with activities planned or in progress at each meeting. ❑ Actively recruit people who would be good additions to the chapter board for next year. In Member Leader Resources, see *Recruiting Leaders*. ❑ If leaving your position, prepare and pass along information and resources to aid transition of the new member in the role. See *Outgoing Leadership Transition*.

Questions? Contact a representative from the Member Connection Center.

- Call 800-THRIVENT (800-847-4836) and say "Fraternal" when prompted.
- Send an email to **fraternal@thrivent.com**.

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