

## What will the president do?

Responsibilities are to provide leadership to the board including:

- Oversee planning and strategic direction.
- Schedule and conduct regular meetings.
- Provide direction and oversee activity level of service teams.
- Ensure the chapter leadership board election occurs, and lead discussion on who will fill required and optional roles.
- Serve as nominating committee chair or appoint another board member to serve as chair.
- Ensure the annual chapter audit and Chapter Summary Report are completed.
- Welcome and admit new members.
- Install new chapter leaders.
- Solicit input from members and the community.
- Be an ambassador for Thrivent Financial; involve more people in living out *The Thrivent Way* through a variety of activities and resources.

## Planning and strategic direction of board

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

- Review [The Thrivent Way](#) mission, vision and values statement. Start a conversation on the chapter planning process using the Chapter Planning Template and Facilitator Guide both found at [Thrivent.com > Member Involvement > Member Leader Resources > Leadership Roles > Chapter Leadership Board > Annual Chapter Planning](#). How will you strengthen Christian communities by helping members be wise with money and inspiring 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. election event, 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. Your chapter plan may provide input on your process.
- Recruit leaders. Watch for people who would be good additions to the board. Remember—the board can appoint members to open 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 visible to each participant, and each participant is able to immediately send messages to all other participants (e.g., online chat room on chapter website).

### Stay Informed

**Member Leader News** is the official information source for chapter leaders. Available on the Member Leader Resources page ([Thrivent.com > Member Involvement > Member Leader Resources](#)), it includes valuable up-to-date information.

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## 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.

### 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.

It is required to meet at least once quarterly. Meeting more frequently may be of value to your membership.

## Sample meeting 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.
4. Review chapter plan including tactics; make any necessary adjustments against mission and goals.
5. Unfinished business/new business (review/approve/deny new funding requests; follow up on activity reporting; other).

Access a printable chapter meeting minutes form (includes agenda and minutes sections) from [Thrivent.com > Member Leader Resources > Tools & Resources > Meetings](#).

## Installing Chapter Leaders

Installing chapter leaders is a way to recognize members who have agreed to be 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.

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 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 is a legal requirement for fraternal benefit societies.

1. Chapter leaders can print a list of new members from Chapter Leadership Administration. 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. Click the "yes" radio button for the "New or transferred members admitted to membership" question. This action refreshes the "Newly Assigned Chapter Members." The next time you hold a meeting the report should only list the new or transferred members since your last meeting.

## 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 planning, announcing, conducting and reporting the results of the elections.

### Nominating Committee for annual chapter leader election

The chapter board has the duty to appoint a Nominating Committee that includes at least four chapter members. Financial representatives or their spouses may not constitute more than one-third of the nominating committee's membership. The president serves as chair of the nominating committee or appoints another chapter leader to serve in that role and ensures that the election occurs. Chapter News will include information and resources on elections.

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

- Recruit candidates to effectively fill board needs.
- 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 Representatives) are not eligible to hold **elected** chapter leadership positions due to conflicts of interest. Because many chapter leadership tasks are completed online, it is strongly recommended that the Nominating Committee recruit people who have access to and are comfortable with using email and the internet.

**Note:** All chapter leader candidates must be a member of the chapter they will represent in their leadership role.

## Audit chapter finances and activities

1. 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.

2. Provide the Audit Committee/auditor with the following documents:
  - Chapter meeting notes.
  - Monthly checking account statements, checkbook ledger and duplicate check register.
  - Copies of, or access to, the list of activities reported online and Manage Income and Expenses transactions reported online.
  - Receipts for general expenses.
  - Report forms for each 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).

3. Once the audit is complete, ensures 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 March 31.

## Chapter Leadership Administration

To access Chapter Leadership Administration, go to 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 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 Chapter Leadership Administration.

The Administration system can also be accessed via Thrivent.com > Member Involvement > Member Leader Resources > Administration Systems Login.



### Here's a summary of tasks you might do from this online area:

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

## Internet Security

Protecting member information is a responsibility that Thrivent Financial 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?** Please 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](mailto:fraternal@thrivent.com).