

CHAPTER ADVISOR POSITION DESCRIPTION

abbreviated June 2007

Reports to:	Lutheran Community Services Specialist
Location of Position:	dispersed throughout the region
Number of Chapter Advisors:	10-20

Position Summary – This position is an important link between our LCSS team and our chapter leaders and congregational coordinators. By attending four meetings of their assigned chapters, they will be on hand to coach the chapter boards. This level of support for our volunteers will better enable the chapter leaders to carry out their roles in part by reducing the follow-up time needed to get answers and by providing real-time guidance. Each Chapter Advisor will be assigned to one to four chapters. Chapter Advisors report to an LCS Specialist and receive additional assistance from the LCS specialist in whose territory they function.

Position Roles/Responsibilities/Accountabilities

- Attend one meeting per quarter of each assigned chapter.
- Work with chapters to identify, plan and promote benevolent activities.
- Serve as a resource to answer questions from volunteers.
- Report progress of the chapter boards in reaching fraternal goals to the assigned LCS team member monthly.
- Ensure communications with FRs about chapter events and issues.
- Monitor the chapter leadership board election process.
- Work with the LCS Specialists to recruit and train volunteer leaders in the assigned area of the region.
- Recruit volunteers for special projects or activities and chapter elections as requested by the MLCS or LCSS.
- Provide input to the LCS Team regarding training needs of chapter leaders and congregational coordinators.
- Share best practices with the assigned chapters and with the LCS Team.
- Serve as a liaison between chapter leadership boards and the LCS Team.
- Participate in monthly teleconferences to learn of company and program updates.
- Report non-routine issues to the assigned LCS team member so that the situation can be addressed in a timely manner.

Position Qualifications

- Passion for volunteerism
- Excellent communicator via e-mail, telephone, and in small groups
- Proven ability to work with limited supervision.
- Basic understanding of the Thrivent Financial for Lutherans Care Programs.
- Access to the Internet.

Competencies

- Collaboration
- Ownership of results
- Team building
- Customer focus

Compensation

- Up to \$300 per year in reimbursable expenses

Revised 23 April 2007; 8 May 2007; abbr. 12 June 07

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