

Election Materials

Chapter Leadership Board Election

Introduction

As a membership organization, Thrivent Financial for Lutherans is unique to the financial services world in many ways. As a Fraternal Benefit Society we are an organization that combines insurance protection with opportunities for members to help themselves and others through a national network of member groups—the chapter system. In addition, our members choose who will represent them on the local chapter leadership board.

The election process is a very important way for Thrivent Financial for Lutherans to demonstrate two required elements of a fraternal benefit society:

1. An active, viable chapter system that involves many members.
2. A representative form of government.

Without this election process, Thrivent Financial for Lutherans would not qualify as a tax-exempt fraternal benefit society and would not be able to provide the benefits to needy individuals, congregations and communities that it does today. Facilitating the election process is a critical role of chapter leadership boards. This process includes gathering nominations; announcing, planning, and conducting the election; and reporting the results for the election.

Each chapter leadership board has the authority to determine how the election process will be handled in their chapters. The Lutheran Community Services Team is providing you with these election materials to help you manage the election process. The framework included in the materials is designed to help you in this process. These resources were designed keeping a number of factors in mind: increasing voter turn out, reducing confusion over eligibility for voting for the board of directors, and providing a step-by-step process to ensure that chapter leaders have the tools they need to complete the election process.

Roles for the Election Process

Each of the chapter leaders has an opportunity to contribute to the success of the election process in your chapter. Below are ways that the five primary officers can assist in preparing for and carrying out the elections. Keep in mind that with the exception of the President and Vice President (whose roles in the election are set by the constitution), the responsibilities for chapter leaders are suggested roles. **Chapter leaders may certainly take on different responsibilities as they see fit.** If your chapter has additional officers beyond those listed below, feel free to reproduce these materials and include them in the election process.

The following listing of leaders and roles provides an overview. **More detailed materials relating to the election process for each of these leaders follow in the accompanying pages.**

President	The President is responsible for seeing that the election process occurs in the chapter. The President provides for the overall election process, and makes the most significant contribution by tracking the progress made by the chapter in carrying out the steps necessary to hold the elections.
Vice President	The Vice President is responsible for the nominations process. This role includes chairing the nominating committee* and ensuring that a slate of candidates is prepared for the chapter leadership board ballot.
Congregational Service Team	If you choose to hold your chapter elections in congregational settings, the Congregational Service Team Director would help choose and establish the election sites (with congregational coordinators) and facilitate the collection of ballots. Even if elections take place in a setting other than a congregation, this chapter leader would be an important person to communicate with congregational coordinators to publicize the election and increase voter turnout.
Financial Director	Chapters are responsible for the costs associated with the fall elections. The Financial Director would be responsible for collecting receipts and paying for expenses related to the election. In addition, we would suggest that the Financial Director be responsible for completing and submitting the new Chapter Depository Authorization Form.
Records Director	We recommend that the Records Director be responsible for requesting the election mailing, and recording/submitting the results for the chapter leadership board election. This includes recording the Financial Associate Advisor, as they are not carried over each year.

*For all practical purposes, the leadership team (up to 6 leaders) can serve as the nominating committee. If you wish you may include other Thrivent Financial members on this committee.

Process for Nominations

Vice President

According to the Chapter Constitution, the Vice President appoints and chairs the nominating committee. This committee should be made up of 4-6 chapter leaders (including the Vice President), and **can** also include people who are not members of the chapter leadership board (as long as they do not outnumber the chapter leaders). The nominating committee develops the candidates for the chapter leadership board positions only.

Below is a step-by-step process to help you identify your slate of nominees for the Chapter Leadership Board election:

1. Determine the leadership positions you will have on the chapter leadership board.

The Chapter Leadership Board votes to determine which leadership positions to fill. Chapters are **required** to fill the positions for President, Vice President, Records Director, Financial Director and Congregational Service Team Director. **Optional** elected positions include: Community Service Team Director, Communications Director, Assistant Financial Director, Events Director and Youth Director. Position descriptions for each of the leadership roles have been sent to chapter Vice Presidents along with these election materials. **We strongly encourage you to fill at least 8 leadership positions.**

To be eligible for nomination, the candidate must meet the following criteria:

- Be a Thrivent Financial associate or benefit member (over the age of 16)
- Be a member of the chapter in which s/he is seeking election
(**Note:** a member may transfer into your chapter to qualify for nomination.)
- Not be from the same household as any other elected leader
- Not be a person prohibited from serving as an elected leader. This list includes people who work for Thrivent Financial for Lutherans, Financial Representatives, and their families. In addition, individuals (and their families and employees) who sell mutual funds, life insurance or annuities are also ineligible to be leaders.
- Not have been terminated for cause from a previous role
- Meet the criteria for the position for which s/he is nominated (e.g., when internet access is required)

In addition, when the new Chapter Leadership Board takes office, it may elect to fill Advisory roles (these are roles with voice, but no vote). Advisory positions can include: Financial Associate Advisor, Youth Advisor, Internet Advisor, Past President Advisor, Program Advisor or other special roles that respond to your community's unique needs.

2. Determine whether existing Chapter Leaders would like to seek re-election.

Thrivent Financial members may serve on the Chapter Leadership Board (in any combination of positions) for four years before they must step off of the board for at least two years. If several of the current chapter leaders wish to run for re-election, the number of positions you will need to fill may be minimized.

3. Seek nominations for Chapter Leadership positions from Thrivent members.

You may wish to ask congregations to include a note in their bulletins about the opportunity to serve on the chapter leadership board. Congregational Coordinators would be excellent contact people to assist in the nominations process. An example of a bulletin notice might be:

“[CHAPTER NAME] Chapter of Thrivent Financial for Lutherans is seeking candidates for chapter leadership positions for the coming year. The Chapter Leadership Board coordinates the use of funds to support local community service projects. If you would like to nominate someone to be a chapter leader and have a closer connection to what goes on at the chapter level, please contact [CONTACT] at [PHONE] no later than [DATE]. Nominees must be members of Thrivent Financial for Lutherans.”

4. Send a Chapter Leader Nomination Letter/Postcard (optional)

If you feel it would be helpful to contact members for nominations, use one of your chapter mailings to solicit nominations directly from them. If you decide to send such a letter, you will want to do so QUICKLY since the chapter mailing service takes about 5 weeks to process requests.

5. Be in touch with other good sources of nominations

You may also want to contact other individuals who may be good sources for nominations. Consider the following people available to you:

- a. Congregational Coordinators may be able to recommend Thrivent members in their congregations
- b. The contact people for Community Service Teams which received funding from your chapter may also be a source of nominations, since they have taken advantage of the opportunity for volunteer service through the local chapter system. Look for their contact information on the fraternal on-line system.
- c. Financial representatives
- d. Pastors

6. Complete the nominations at least one month before your scheduled election

Because you will want to prepare ballots for your election meeting, you will need to conclude the nominations process early enough to put together biographical information on the candidates as well as prepare your chapter's ballots. If you wish to use a chapter mailing to send biographical information and/or a ballot, you will need to submit that information at least 5 weeks before you wish your chapter members receive it.

7. Obtain the nominees' consent

It is important that individuals who are nominated for a chapter leadership position give verbal consent to have their names placed on the ballot. If someone nominates an individual with the assurance that this person will serve, please be sure to contact the nominee to confirm his/her willingness to be a candidate. If the nominee is a current congregational coordinator and is elected to a chapter leader position, that individual can no longer serve as a congregational coordinator.

Additional Nominations Information

Internet Access

The chapter leader communication system is transitioning to our on-line systems. This move will help us reduce costs significantly by having communication and reporting functions internet based. As a result, it is important that as you recruit new chapter leaders you seek nominees who have access to the internet.

Chapter Membership

Nominees must be members of the chapter to which they are seeking election. If they are not currently a member of your chapter, be sure that they are reassigned to the chapter before the election by having the nominee call the fraternal call center at (800) 236-3736.

Privacy Information

Nominees should be aware that their contact information will be posted in the Members Only Section of www.thrivent.com. This section of the website can only be accessed by other Thrivent Financial members. Please be sure that chapter candidates are aware that their contact information will be shared on the internet. The name, address, phone number and e-mail address for elected chapter leaders (and advisory chapter leaders) will be accessible to chapter members, the Lutheran Community Services Team, congregational coordinators from your chapter, and fraternal operations employees.

Chapter Election Mailing

Records Director

Chapter leaders should provide reasonable notice of the election to chapter members. That notice should include the date, time and location of the chapter and board of directors' elections.

For the chapter election mailing you will want to include the election date, site(s), and time. If you are holding another activity in conjunction with your election meeting (e.g., a service project, a picnic, dessert social, etc.) you can include that information as well. You also may wish to include your chapter leadership board ballot with the election mailing.

The **Chapter Election Mailing Process** is outlined below.

Chapter Election Mailing Process

1. Determine the date of the election

Chapter leaders have the flexibility to set the day of the chapter election meeting as long as it occurs between September 1 and November 30.

2. Determine where the election site(s) will be

Whether you choose to hold the election in congregations or in some other place(s), you will want to establish the sites early enough to publicize your election meeting location(s) to chapter members. Be sure to include this information in your election mailing.

3. Determine who will be the contact person for questions about the election

It is important that if your chapter members have questions about the election, they have a person to contact. Determine who on the chapter leadership board will serve as that contact person and include his/her name and contact information in the election mailing.

4. Determine if you will have elections in conjunction with another event

If your chapter decides to hold a service project in conjunction with the election meeting, or if you will have special food or refreshments, you may wish to include a note in your mailing indicating the special event to be at the time of your election meeting.

5. Determine who the nominees are

When the Vice President has completed the nominations process, get the names of the nominees along with the positions to which they are nominated. Having the names will be especially important if you wish to include them in your chapter election mailing.

6. Send a chapter mailing before

- a. In the Chapter Leadership Administration Menu you will see a link for mailings. Follow the posted instructions to order your mailing (**allow at least 5 weeks**).
- b. Don't forget to post election information (i.e., date, time, location) in the "**announcement box**" on the Chapter Leadership Administration Page

Chapter Election Reporting

Records Director

Chapter Leadership Board Election

When you have collected and counted all of the ballots, count the results and determine who has been elected. The candidates receiving the most votes (if there are multiple candidates) are elected.

Enter the elected chapter leader information in the Chapter Leadership Administration section of the Members Only area of www.thrivent.com by December 31st. Click on “Manage Chapter Leaders” and follow the prompts.

You will also want to appoint someone from the Chapter Leadership Board to notify the new chapter leaders that they have been elected. In addition, if new chapter leaders replace chapter leaders serving this year, you will want to arrange for transfer of materials (e.g., the checkbook will need to be given to a new Financial Director) **at the end of the year**.

Outgoing leaders should give their Chapter Leader Materials binder to a newly elected leader for his or her use. Depending on the leadership position, the binder could include past years’ minutes, financial records, updated program guides and other documents that will be helpful to the new leader. Outgoing leaders may want to inform the new leaders about the many resources available to help them in their new roles.

Note: Chapter leaders for the current year will no longer have access to the on-line system after December 31st. As of the January 1st, Thrivent Financial records will reflect the new chapter leaders.

Chapter Leadership Election Meeting

In addition to recording the results of the election, you will also want to record the election meeting information in the Chapter Leadership Administration section of the Members Only area of www.thrivent.com. Click on “Report Locally Supported Results” and follow the prompts. It is necessary to have a record that each chapter held its chapter election meeting.

Coordinating Election Sites

(Only for multiple sites)

Congregational Service Team Director

Elections are considered meetings, and therefore require people to vote in person. Voting by mail or proxy cannot occur. However, elections can be held at various sites. It is also important to remember that only adult members (benefit and associate) may vote for the Chapter Leadership Board. An adult member is someone who is 16 years of age or older.

Below a process is outlined to secure election sites and individuals to coordinate the election process at each election site.

Election Site Process

There are really two stages to the election site process: (1) to secure the election site(s), and (2) identify site coordinators and provide them with the materials they need to do the job.

Securing the Election Site

1. Determine where you want to hold the election meeting(s)

You are free to determine the location and number of election sites for your chapter. You may hold the election meeting in various congregations or in another site(s) altogether.

2. Secure Election Sites

Make contact with representatives from the site(s) where you would like to hold your election meeting. Be sure the site can provide the resources you may need (e.g., tables and chairs, access to a kitchen, etc.). Also be sure to inquire if a donation is appreciated (or expected) for use of the facilities.

3. Identify Election Site Coordinators

If you will have multiple sites for your election meeting, be sure to arrange to have representatives from the chapter leadership board (or other representatives working on behalf of the chapter leadership board) to coordinate the logistics at each site. An instruction sheet for the site coordinator is included with this mailing. The job is fairly simple. By familiarizing yourself with the role of the site coordinator, you will be able to communicate the role this person plays at the election.

4. Develop a list of sites and coordinators

As you secure your election locations and site coordinators, keep a running list. You will want to include three pieces of information: the name and address of the location, the name of the site coordinator, and the times that ballots will be received at the site. For example, if you hold elections in a congregation, you will need to note that ballots will be received before and after a set worship time. **It is important to include this information in your Chapter Election Mailing.**

Preparing Election Site Coordinators

Once you have the sites determined, you will need to provide materials to help your site coordinators carry out their responsibilities. Below are materials to help you in that task.

1. Provide the Site Instruction Sheet

Enclosed is an instruction sheet for site coordinators. Review the materials so that you understand their role; and then provide a copy of the instructions to each site coordinator. This document can serve as a handy overview of the responsibilities of the election site coordinator.

2. Explain refreshment reimbursement policy

If your chapter decides to reimburse election site coordinators for refreshments served during the election meeting(s), be sure that your site coordinators are aware of the opportunity. Indicate if there is a maximum amount for which they can be reimbursed and what the procedures will be for reimbursement.

3. Send copies of the bulletin inserts

You may wish to create bulletin/newsletter inserts to raise awareness of the chapter leadership board election meeting. You will want to provide the bulletin inserts to your site coordinators several weeks before the election so that they can be included in the bulletin before (and, perhaps, on the day of) the election.

4. Provide the following site election materials

- Coordinator Instructions
- Candidate biographies for Chapter Leadership Board
- Chapter leader ballots (or extra ballots if the original ballot is included in the Chapter Election Mailing)
- Attendance sheets
- Election Site Coordinator Report and instruction sheet
- Pens
- Return envelope (optional) for site coordinators to return ballots and attendance sheet

Instructions for Election Site Coordinators

Thrivent Financial for Lutherans

Chapter Leadership Board Election

Thank you for serving as an election site coordinator for the fall elections of Thrivent Financial for Lutherans. Below are instructions to help you with your task. If you have any questions, please contact the members of your local Chapter Leadership Board for assistance.

Before the Election

1. Visit the site to plan how to set up and conduct the election meeting in the chosen facility.
2. Help to publicize the election meeting to increase member participation in the election.

At the Election

1. Set up the polling area with the supplies provided by the chapter leadership board
2. Be sure to have the candidate biographies and ballots available
3. Receive the votes for the chapter leadership.
 - a. If ballots were provided by mail, the member will simply hand you their ballot. If ballots were not provided by mail, the chapter leadership board should provide you with a supply of ballots.
 - b. All adult (over 16) associate and benefit members received the ballot and are eligible to vote.
 - c. Thank the members for voting.

After the Election

1. Collect all the election materials
2. Fill out a tally sheet and report the results to the chapter leadership board.
3. Return the ballots and voter registration sheet to the chapter leadership board as soon as possible.
4. Send in receipts for postage and refreshments (if your chapter is sponsoring refreshments) for reimbursement.

Financial Issues for the Election

Financial Director

Chapter Election Expenses

Expenses related to the chapter election come out of the chapter's operating funds. Election expenses were factored into the amount of operating funds available to each chapter.

Here are some anticipated election expenses:

Postage As part of the chapter mailing service, the chapter election mailing is free. However, other mailings to congregational coordinators, congregations, and potential nominees or nominators may generate some expense for your chapter. These additional mailings are, of course, at your discretion.

Copying There are materials that you may wish to make available to your election sites. These materials may include ballots, voter registration sheets, membership lists, biographical documents, etc. These items will need to be duplicated for each election site.

Refreshments If your chapter decides to reimburse site coordinators for refreshments served at elections sites, you will need to determine an amount to be reimbursed and handle those expenses from your chapter operating funds.

Chapter Depository Authorization Form

The Chapter Depository Authorization Form (bank signature card) must be returned by December 31st. This form authorizes changes for those authorized to have access to the chapter checking account. **If there is no change** in who is authorized to sign checks (for example, the current chapter leaders authorized to sign checks are reelected), it is not necessary to return this form. **We strongly encourage chapters to have at least 2 chapter leaders with signing authorization.**

A copy of the Chapter Depository Authorization Form is included in this mailing and also available on-line.

Suggested Election Timeline

- June-July** Discuss at chapter board meeting and assign duties
Form Nominating Committee
(Optional) Request a chapter mailing asking for nominations for chapter leaders
- August** Begin identifying election sites and site coordinators
Provide Bulletin inserts for congregations to solicit nominations
Records Director requests chapter membership list from the home office
- Early September** Nominations close. Vice President gives nominations list to Records Director
Records Director requests chapter election mailing
- Mid-September** Distribute bulletin inserts announcing the elections to election site coordinators
Distribute election materials to election site coordinators
- October** **Election Day**
Ballots are returned to Chapter president
Chapter Election results are tallied and recorded on-line
Financial Director submits Chapter Depository Authorization form (if necessary)
Receive receipts for the cost of refreshments and postage for site coordinators
- December** All new leaders should be entered on-line
Make reimbursements for election expenses

Checklist

General Election

- Set election date
- Identify ways to maximize attendance
- Agree on which tasks of the election process each chapter leader will handle
- Request election mailing
- Direct volunteers to send election expense receipts to financial director
- Send thank you notes to key volunteers

Nominations

- Form a Nominating Committee
- Determine the number and type of leaders for your chapter
- Recruit eligible candidates
- Determine nomination end date
- Create biographies for nominees

Election Site

- Determine the number of election sites you would like to have
- Reserve site locations
- Arrange to have a site coordinator for each site
- Review how election sites will be set up

Election Materials

- Make copies of reproducible election materials
- Get election materials and instructions into the hands of the site coordinators

Election Reporting

- Gather and tabulate election results
- Notify chapter leaders of their election
- Enter election results on the on-line system.