

ALPHA SIGMA ALPHA VOLUNTEER POSITION LISTING

Position: Finance Leader

The finance leader is a primary support person to chapter finance advisors and collegiate chapter treasurers in the region. This volunteer serves as a resource for chapter finance policies and procedures. She works with advisors and treasurers to provide knowledge about the area and necessary training. The finance leader reports to the region facilitator on progress, successes and areas of improvement.

Time Commitment: Approximately 3-5 hours per week, varying within the academic year
High-volume time periods could include; March – May
Participate in region volunteer development training
Attend the national convention & leadership conference

Outcome of Placement: The finance leader will provide support in the area of chapter finance to advisors and chapter treasurers in the region. As a result, chapters and advisors will receive specialized services targeted to chapter finance and will be able to improve and achieve in that area.

Highlights of Responsibilities

- ◆ Fulfill all volunteer commitments listed in the National Policies & Procedures including but not limited to completing the Behind Happy Faces mental health curriculum
- ◆ Work with region and national volunteers and national headquarters staff to provide resources and support to advisors and collegiate members
- ◆ Serve as the expert in chapter finance; know and understand the needs of the chapters in the region in regards to chapter finance
- ◆ Provide advice or answer questions regarding chapter budgeting and online accounting
- ◆ Train advisors and chapters in chapter finance policies, procedures and Billhighway
- ◆ Assist chapter treasurers with using Billhighway
- ◆ Work with advisors to develop action plans for improvement in chapter finance, provide training and answers questions
- ◆ Follow-up with chapters on accounts receivables including billing and collecting fees
- ◆ Follow-up with chapters on accounts payable including check writing procedures and clearing of payment
- ◆ Direct questions pertaining to specific chapter issues to the region facilitator, finance manager or appropriate volunteer in the region dependent upon the nature of the issue
- ◆ Additional responsibilities can be found in the position training materials and handbooks related to the role

Interaction with Others:

Supervising volunteer: Region facilitator
Staff liaison: Finance manager
Additional volunteers: Recruitment leader
Membership commitment leader
Constituents: Collegiate treasurer
Finance advisor
Chapter advisor
Other: Fraternity/sorority advisor

Technology: The finance leader will know how to use and have daily access to email, Microsoft Word and Microsoft Excel. PowerPoint experience is preferred. This volunteer is also expected to use online tools including MyΑΣΑ, Officer Portal and Billhighway.

Term of Placement: Placements are made for two-year commitments corresponding with the Sorority biennium. If a placement is vacated mid-term, an appointment is made to complete the term.

Delegate status: The finance leader is a voting delegate at national convention.