

ALPHA SIGMA ALPHA VOLUNTEER POSITION LISTING

Position: Finance Advisor

This position is the primary support person for chapter finance and the chapter treasurer. The finance advisor works with the treasurer and chapter advisor to support sound financial management, including: the creation and maintenance of a chapter budget, monitoring accounts payable and member receivables. The finance advisor should be familiar with all treasurer officer transition materials and should understand and support the chapter finance tool Billhighway. As an advisory board member, the finance advisor provides stability, consistency and maturity to the chapter while also helping to connect the chapter to all national and local resources available through the region support process.

Time Commitment: Approximately 3-6 hours per week, varying with the academic year
Attend committee or work group meetings or chapter events as required by position
Shared attendance at chapter meetings
Attend advisory board meeting at least once a semester
Maintain close contact with treasurer and finance committee
Communicate with assigned officers at least once monthly
Participate in national training programs

Highlights of Responsibilities:

Work with region and national volunteers, local campus administration and the national headquarters staff to provide resources and support to the chapter.

Policies & Procedures

- ◆ Fulfill all volunteer commitments listed in the National Policies & Procedures including but not limited to completing the Behind Happy Faces mental health curriculum.
- ◆ Be familiar with the most recent version of the *Treasurer's Handbook*.
- ◆ Be well versed in Billhighway, the online chapter financial management tool.

Collegiate Chapter Support

- ◆ Work with treasurer and finance committee to guide the chapter in meeting minimum expectations.
- ◆ Assist the treasurer in preparing chapter financial reports, planning and implementing a budget, bookkeeping procedures and advise the chapter to practice fiscal responsibility.
- ◆ Assist the chapter treasurer in developing and implementing a procedure for holding members accountable for delinquent accounts.
- ◆ Review annual chapter budget.
- ◆ Advise the chapter treasurer on prompt payment of accounts payable to national headquarters.
- ◆ Provide advice when called upon and know when to provide direction even when not directly asked.
- ◆ Assist the outgoing treasurer in providing effective training and transition for chapter leaders as it pertains to finance.
- ◆ Teach techniques of good leadership and fellowship.
- ◆ Help members develop self-discipline and responsibility.

Region/National Volunteers and Staff

- ◆ Correspond with region finance leader.
- ◆ Supply the organization with information, knowledge and insight gained through experience.

Interaction with Others: In-person and virtual; The finance advisor will work directly with the finance committee and chapter treasurer. This position will work with the treasurer and the committee to define roles and expectations each time a new officer is elected/appointed. The finance advisor will report to the chapter advisor and keep the chapter advisor informed about the chapter's financial health. The finance advisor will

communicate information from the region facilitator or national headquarters to advisory board members. The advisory board member will also work with the finance leader for the region as needed.

Skills and Technology: The finance advisor will know how to use email, Microsoft Word and Microsoft Excel as well as have daily access to all three. The advisory board member is expected to use all online chapter management tools including the Officer Portal and My AΣA. The finance advisor should also be familiar with Billhighway and know how to utilize it for chapter financial processes.

Professional Skills Gained through this Position: budgeting, budgeting software, fiscal responsibility, organization and communication

Required Training: Behind Happy Faces: Advisor Resource Series, onboard training by advisory board liaison

Additional Training: Online training videos on MyAΣA

Financial Commitment: Support annual alumnae dues program, contribute to the AΣA Foundation annually and additional costs for the national convention & leadership conference if in attendance.

National Convention Vote: One advisor per chapter will have a vote at the national convention & leadership conference. The chapter and advisory board will collaborate to determine the advisor representative. It is recommended that the chapter cover the costs for the advisor's attendance.

Term of placement: Placements are at the request of the chapter and continue until the chapter removes the advisor or the advisor resigns.