

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. They work 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

Highlights of Responsibilities

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.

Collegiate Chapter Support

- ◆ 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.
- ◆ Assist chapter treasurers with using Billhighway.
- ◆ 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.

Advisor Support

- ◆ Work with advisors to develop action plans for improvement in chapter finance, provide training and answers questions.
- ◆ Train advisors and chapters in chapter finance policies, procedures and Billhighway.

Region/National Volunteers and Staff

- ◆ Work with region and national volunteers and national headquarters staff to provide resources and support to advisors and collegiate members.
- ◆ 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.

Interaction with Others (virtual):

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

Skills & 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.

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

Required Training: Behind Happy Faces: Advisor Resource Series

Additional Training: Online training videos on MyΑΣΑ

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

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.