



## Finance Territory Director

### **Bold Goals:**

- To ensure that each college chapter in appointed territory will meet all financial and reporting obligations required by Alpha Xi Delta, their college Panhellenic council, and their university.
- Monitor status of chapters not in good financial standing and provide resources to assist in a return to good financial standing.

### **Outline of Responsibilities:**

- Maintain frequent and open communication with the assigned territory chapter Finance & Operations Vice Presidents and the National Finance Director.
- Monitor the financial status of the chapters, note procedural weaknesses, and recommend improvements. Closely monitor chapters who are delinquent in their reporting and/or delinquent in payment on invoices.
- Identify chapter reporting trends and make recommendations to the team to address any concerns.
- Assist the National Finance Director in conducting analysis and evaluation and make recommendations to chapters regarding financial procedures and strategies.
- Coordinate and deliver the appropriate responses to requests for assistance from Area Facilitators and Chapter Development Specialists.
- Provide new ideas and motivation to Area Facilitators and Chapter Development Specialists who are working with chapters having financial difficulty.
- Provide assistance to Area Facilitators and Chapter Development Specialists to ensure proper training of the Finance and Operations Vice Presidents when necessary.
- Obtain and maintain materials and files on successful financial best practices to be shared with the financial and territory teams.
- Assist Area Facilitators and Chapter Development Specialists in interpreting policy in the area of chapter financial management.
- Attend meetings called for the National Finance Team.
- Attend trainings provided for the Finance & Operations Vice Presidents and Finance & Operations Advisors.
- Identify and recommend potential volunteers for volunteer positions with Alpha Xi Delta.

### **Time Commitment:**

- Approximately 5-10 hours per month.
- Attend training and educational opportunities provided by the Fraternity.

### **Staff Liaison:**

- Director of Finance and Operations