



VICE PRESIDENT OF FINANCES

POSITION FUNCTION:

The vice president finances serves on the executive council and is directly responsible for the receipt, care, and disbursement of all chapter funds. He must work with the undergraduates, alumni officers, and International Fraternity to secure a sound and fiscally prudent future for the chapter.

PRINCIPLE RESPONSIBILITIES:

- Serve as an executive council officer within the chapter. Attend executive council meetings and contribute input as to the advancement of the Fraternity.
- Develop and execute the chapter's fiscal policies to guarantee a sound financial future.
- Work with the alumni vice president of finances to prepare an annual balanced budget to be submitted and approved by the membership at large.
- Prepare and disseminate on a timely basis accurate monthly financial statements with comparisons to budget and prior year activity.
- Communicate all significant financial activity and results to undergraduates, alumni officers, and the International Fraternity.
- Responsible for the collection of all fees and past due accounts receivable in accordance with the chapter's approved collection policy.
- Distribute organized monthly bills to each chapter member.
- Prepare all required regulatory reports as needed.
- Submit payment to the chapter's suppliers and vendors on a timely basis.
- Develop and maintain a detailed account of treasury activities and compile an officer notebook to educate future officers.
- Develop position goals and budget.
- Properly and adequately train all assistants and replacements.