



Finance Team Specialist – Chapter Budgets

Bold Goals:

- To ensure that college chapters are utilizing best practices as it relates to budgeting and financial reporting.

Outline of Responsibilities:

- Update the chapter budget tool each year to reflect current term national dues and fees and any changes in best practices recommendations.
- Ensure that chapters have knowledge of and training in budgetary practices and procedures.
- Participate in budget training offerings to educate chapters on the process for timely filing of the budget.
- Review each chapter budget submission to determine approval status and promptness points to be awarded.
- Review each chapter budget. Provide best practice recommendations to ensure compliance with National Fraternity policies.
- Provide any recommendations for updates to the budget tracking tool used by chapters.
- Complete a mid-year review of chapter budget comparison statements and provide feedback on variances noted.
- Maintain frequent and open communication with Financial Territory Directors specifically about current financial practices and successful budgetary initiatives.
- Monitor the budget status of the chapters, note procedural weaknesses, and recommend improvements.
- Attend all National Finance Team meetings, as scheduled.
- Submit reports of trends, concerns, and recommendations prior to national finance team meetings.

Time Commitment:

- Approximately 1-2 hours per week.
- Cyclical schedule with peak periods being May/June after budget submissions and Jan/Feb after mid-year budget comparison reports.
- Attend training and educational opportunities provided by the Fraternity.

Staff Liaison:

- Assigned staff member for National Directors Network team