

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 placed in 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, Finance and Operations Advisor 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 National Council Designees and advisors.
- Provide new ideas and motivation to National Council Designees and advisors who are working with chapters having financial difficulty.
- Provide assistance to National Council Designees and advisors 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 finance and territory teams.
- Assist National Council Designees in interpreting policy in 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.
- Assist in achieving the biennium goals set by the National Finance Team.
- Provide supplemental training upon request for the FOVP and/or Finance & Operations Advisors.

TIME COMMITMENT:

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

STAFF LIAISON:

- Director of Finance and Operations