

BOLD GOALS:

- To ensure that all college chapters meet the financial and reporting requirements of Alpha Xi Delta, their college Panhellenic council, and their university.
- To ensure that every chapter Finance & Operations team has sufficient resources to provide appropriate support and assistance to the Finance & Operations Vice President.

OUTLINE OF RESPONSIBILITIES:

- Work with members, volunteers, and staff in the area of chapter financial management.
- Set budgeting standards for chapters. Ensure that chapters have knowledge of and training in budgetary practices and procedures.
- Maintain frequent and open communication with Financial Territory Directors, delegating requests for assistance when applicable and following up on reports and correspondence.
- Provide ongoing training to the Financial Territory Directors about current financial practices and successful budgetary initiatives.
- Research methods to provide optimum efficiency in the Finance & Operations Vice President role and to improve the financial status of college chapters.
- Identify chapter reporting trends and determine strategies to address any concerns.
- Provide new ideas, strategies and motivation to support chapters who are having financial difficulty.
- Serve as the leader of the Financial Team, comprised of Territory Directors, National Financial Director, Budget Specialist(s), Communications Specialist, Director of Finance and Operations and any additional team members added during the biennium.
- Set biennium goals for the team, monitor progress on goals, and report periodically to National Council on the status of the biennium goals.
- Identify areas of financial risk, including mismanagement, fraud, and theft, and recommend strategies where needed.
- Develop best practices of financial models and educate chapter officers and advisors on these best practices.
- Support chapters in implementing educational initiatives if the chapter receives terms for a Not in Good Standing or Probationary financial status.
- Establish policy recommendations to ensure sound chapter financial management.

- Coordinate communication with the staff Housing team when the Chapter Finance & Operations team addresses need or requires assistance related to facilities management.
- Recommend progress goals for chapters based on trends observed and assessed in chapter reporting.

TIME COMMITMENT:

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

STAFF LIAISON:

- Director of Finance and Operations