



VOLUNTEER JOB DESCRIPTION FINANCE AND COMMUNITY RELATIONS ADVISOR

DESCRIPTION

It is the general responsibility of the Finance and Community Relations Advisor to provide support as an advisor, mentor, and mediator to chapter officers. They support the overall success of the chapter, officers and advisors, while serving as a liaison to the advisory board, volunteers and officers, while prioritizing clear and consistent communication. They will stay up to date on sorority initiatives and processes, and positively advocate for their implementation at the chapter level. In addition, they will serve as a liaison between the chapter and the Finance committee when appropriate. The Finance and Community Relations Advisor will directly advise the VP-Finance, community service, public relations and marketing committee, and all other officers and chairs who contribute to the building relationships within the campus and larger community.

TIME: Estimated 3-5 hours per week, varying within the academic year

Participate in volunteer development training

Attend convention

TERM: 2-year term

APPOINTED BY: National Council

SUPPORTED BY: Vice President-Finance and Vice President-Member Experience, Director of Philanthropy

NATIONAL OFFICE STAFF CONTACT: Director of Educational Programming, Executive Director

PROVIDES SUPPORT TO: Chapter VP Finance, Community Service, VP Philanthropy

RESPONSIBILITIES

Support the overall success of the chapter and advisory board

- Join the advisory board meetings prepared to discuss:
 - Any progress, issues or upcoming events related to community relations or philanthropic events
 - Community Service events
 - Philanthropy events
 - Public relations efforts
 - Financial status of the chapter
 - Any members who have not paid dues and/or are in arrears
 - Housing Concerns
- Maintain consistent communication

Mentor chapter officers and committees

- Support the overall effectiveness and efficiency of the officers, chairs and committees as it relates to finance, philanthropy or community relations

Advise the VP-Finance through the process of creating a balance chapter budget according to sorority guidelines**Stay informed and updated on Sorority initiatives, programs and best practices for chapter operations and programs, and positively advocate for their sound implementation**

- Read and be familiar with:
 - Sorority Constitution, Bylaws and Policies
 - This information is available under HQDocs found on PhiPortal
- Provide positive and consistent support for Sorority decisions, programs and initiatives
- Attend training opportunities in person and online, as requested

Follow and support general volunteer responsibilities

- Uphold all state and federal laws
- Uphold all policies and procedures
- Attend biennial Convention, Summer Leadership and/or any other AEPi development opportunities and meetings, as requested
- Maintain current and accurate information in Sorority database
- Respond promptly within 48 hours to all forms of communication regarding volunteer role
- Maintain confidentiality around Sorority, chapter and member business