



# **VOLUNTEER JOB DESCRIPTION FINANCE LEADER**

## **DESCRIPTION**

It is the general responsibility of the Finance Leader to assist the Vice President-Finance in managing the sorority's financial affairs, ensuring that the organization remains financially stable and sustainable. The Finance Committee will partner with the Vice President-Finance, National President and the Executive Director.

### **TIME:**

Estimated hours 1-3 per week as the committee is formed then, during the year

Participate in volunteer development training

Travel not required

Attend convention

**TERM:** 2-year term

**APPOINTED BY:** National Council

**SUPPORTED BY:** Vice President-Finance

**NATIONAL OFFICE STAFF CONTACT:** Executive Director

**PROVIDES SUPPORT TO:** Chapter VP-Finance, Finance Advisors

## **RESPONSIBILITIES**

**Assist finance advisors and chapters with budget preparation**

- Will help collegiate chapters in developing a budget for their chapter and managing its finances to ensure that the chapter operates within its means

**Assist chapters with determining an adequate dues structures**

- Help develop payment plans for chapter members in arrears

**Assist chapter with accurate completion of NPC Financial Transparency forms for Recruitment requirements**

**Stay informed about AEPHI's National Philanthropies as well as the AEPHI Foundation.**

**Provide philanthropy and fundraising ideas and suggestions.**

**Assist with standards board hearings regarding financial matters**

**Serve as the liaison between chapter officers, finance advisors and Vice President-Finance.**

**Interact with chapter accountants as requested by the Vice President-Finance.**

**Maintain monthly contact with the Vice President-Finance**

**Stay informed of AEPHI Finance Platforms such as CrowdChange and LegFi**

**Fill in as a finance advisor for chapters that don't have one.**

**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 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 AEPHI 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