

ROLE OF THE FINANCIAL ADVISOR

OVERVIEW

The following is an overview of the responsibilities associated with this role. The description is designed to provide general guidelines and should not be viewed as limitations with the position. The advisor should feel comfortable adding responsibilities, provided those responsibilities aren't assumed by another advisor position.

Should you have any questions about the role of this advisor position, please contact your Chapter Advisor or a member of Fraternity Staff.

RESPONSIBILITIES

- Work directly with the Vice President of Finance (VPF) and have structured bi-weekly 1:1s coaching and supporting this officer.
- Understand how to navigate Greek Bill & Chapter Spot and can assist the VPF with questions.
- Coach and advise the VPF on developing chapter budgets in both the fall and spring term.
- Annually complete a Financial Report to assist the chapter with their financial health and sustainability, as well as the billing and collection of membership dues.
- Confirm the VPF is properly billing and collecting members, through Greek Bill, and is aware of the process to send individuals to collections for unpaid balances prior to the start of each term.
- Work with the VPF to ensure that all fraternity and housing bills are paid on time and in full throughout the academic year.
- Advise the VPF to proactively communicate the financial and house expectations of members and all new members make their new member payments prior to participating in Scene 1 of the Initiation Ceremony.
- Participate in all Chapter Council meetings, as scheduled by the Chapter Advisor.