

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 additional responsibilities, provided those responsibilities are not assumed by another advisor, officer, board or committee.

Should you have any questions about the role of this advisor, please contact Fraternity Staff.

For additional resources, please visit alphasigmaphi.org.

RESPONSIBILITIES:

- A member of the Chapter Council
- Actively participates in Chapter Council meetings, organized by the Grand Chapter Advisor
- Has an understanding of OmegaFi and Vault to assist the Vice President of Finance
- Advises the Vice President of Finance on the semesterly and yearly chapter budget
- Advises the Vice President of Finance to draft creative ways to encourage dues collection through OmegaFi
- Works with the Vice President of Finance to ensure the chapter bill is paid in a timely matter, usually the 15th of every month September through April.
- Ensures the Vice President of Finance is making all new members complete the required information in OmegaFi prior to participating in the Scene 1 of the initiation Ceremony or within 48 hours of accepting a bid
- Communicates with the Vice President of Finance at least twice a month