



TREASURER POSITION DESCRIPTION

PURPOSE

The Treasurer is responsible for maintaining the financial health of the local chapter. He should work with the chapter's Budget Committee to create and maintain an annual/semesterly budget, while also maintaining the chapter's financial accounts. The Treasurer works with his brothers to ensure that the financial responsibilities of the chapter are prioritized responsibly and met punctually. This office requires its holder to have the utmost integrity and transparency with his actions, as he is given the important task of managing the finances of the chapter.

DUTIES

- Serve as a member of the chapter's Executive Board
- Create and oversee the chapter's Budget Committee, consisting of President, Vice President, Treasurer and Chapter Adviser, to create an annual chapter budget and discuss any proposed budget changes
- Determine dues owed by each member, based on anticipated chapter expenditures
- Be aware of any and all charges that come from International Headquarters, Interfraternity Council (IFC), or the campus, know when they are due, and remit payment on time
- Collaborate with committee chairmen to determine event budgets, and approve expenditures
- Collect fees and dues from members and hold members accountable through judicial board when dues are not paid
- Punctually file 990 forms to the IRS
- Utilize International Headquarters-recommended third-party financial services
- Work with Secretary to ensure chapter rosters are up to date before per-member billings

SKILLS/COMPETENCIES

Accountability Integrity Establish priorities	Confidence Respect Credibility	Perspective Communication Collaboration
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RESOURCES AVAILABLE

- LegFi/OmegaFi online budget & financial management tool
- Fees and Assessments
- Phi Sigma Kappa Accounts Receivable Policy
- File990.org
- Officer Portal
 - Dashboard for current chapter statement
 - Resources
- Phi Sigma Kappa Website
 - "Undergrads" tab
 - "About" tab > Resources
- **First point of contact:** appointed Chapter Adviser or Alumni Advisory Board member
- **Second point of contact:** Chapter Consultant, can direct to another International Headquarters professional staff member, if needed
- **Campus-based questions/challenges:** campus fraternity and sorority life advisor