

Treasurer

Alpha Sigma Phi Fraternity

The following is an overview of the responsibilities associated with this role. This description is designed to provide general guidelines and should not be viewed as limitations with the position. The chapter and/or officer should feel comfortable adding additional responsibilities, provided those responsibilities are not assumed by another officer, board, or committee. Should you have any questions about the role of this officer, please contact Fraternity Headquarters.

ROLE:

- Member of the Prudential Committee
- Directly supervises Fundraising Director and House Manager
- Prepares a chapter budget each term to be approved by the Prudential Committee and ultimately the entire chapter through seeking budget requests from chapter officers
- Keeps track of all expenditures and revenues and ensures that the chapter is operating within the approved budget
- Provides a monthly financial summary for both the Prudential Committee and the chapter
- Works with the Director of Member Services at Fraternity Headquarters to ensure that the chapter is current on all bills, including ensuring that all individual members are current with membership fees (new members pay prior to the Pledge Ceremony; initiation fee is due prior to the Initiation Ceremony; membership fees are due within six months after initiation) or are on an approved payment plan which can be monitored through the Officer Portal
- Pays all bills promptly and by the due date
- Collects all dues and fees owed to the chapter
- Works with the Financial Advisor on the Chapter Council to ensure an annual audit of the books
- Ensures that all potential members and new members understand the financial obligations of membership in the Fraternity (local and national fees and dues)
- Pays Liability Insurance bill by October 1 annually
- Pays registration fee for the Academy of Leadership by November 1 annually
- Pays Chapter Fee Assessment by December 1 annually
- Pays Delegate Fee by March 1 annually
- Communicates at least monthly with the Financial Advisor on the Chapter Council
- Works with the Financial Advisor to understand the tax rules that apply to the chapter's financial situation and ensures that all IRS forms are filed on time, if applicable
- Ensures all members that have not paid chapter dues in full have signed a promissory note and are on a payment plan
- Serves as primary liaison with Greek Bill, if applicable
- Leads by example
- Prepares and organizes transition materials/binder for replacement