

Financial Advisor

Expectations

Advise the Treasurer on the management, budgeting, and goal setting for the chapter's finance committee.

- Train and advise the Treasurer and Finance Committee to ensure each new Treasurer is familiar with the chapter's accounting system.
- Maintain weekly contact with the chapter Treasurer.
- Assist the Finance Committee with annual budgeting and financial goal setting.
- Assist in the review of financial contracts.
- General oversight of chapter finance with chapter Treasurer.
- Regular review of the process used by the chapter for collecting payments.
- Regular review of the chapter's financial obligations to the house corporation and vendors.
- Assist in establishing payment plan(s) to vendor(s), when necessary.
- Confirmation with the Treasurer that current dues and fees are paid to the General Fraternity.
- Regular communication with the Alumni Advisory Board Chairman.
- Present financial best practices to the chapter.

Resources

AAB Resources:

- [Alumni Advisory Board Overview](#)
- [Alumni Best Practices Library](#)
- [Role of Chapter Advisors](#)
- [Mentoring and Advising](#)

Collegiate Chapter Resources:

- [Collegiate Officer Resources](#)
- [Important Due Dates](#)
- [Pursuit of Excellence Program \(PEP\)](#)
- [PEP Evaluation Guidelines](#)
- [Best Practices Library](#)
- [Leadership Consultant Program](#)
- [The Law of Sigma Nu Fraternity, Inc.](#)
- [Risk Reduction Policy](#)
- [Officer Transition Resources](#)
- [Officer Transition Workshop](#)
- [Sigma Nu Institute](#)

Treasurer Resources:

- [Treasurer's Officer Resource page \(sigmanu.org/treasurer\)](#)
- [Treasurer's Officer Manual](#)
- [Important Due Dates](#)
- [Cash Management Tool](#)
- [Chapter Budgeting Resources](#)
- [Federal Tax and 990 Filing Guide](#)

Primary Expectations of AAB Members

- Three or more volunteers will serve on the Alumni Advisory Board.
- Member(s) of Alumni Advisory Board attend chapter meetings once a month (or more often).
- Member(s) of Alumni Advisory Board attend all candidate and initiation ceremonies.
- Meet quarterly (or more often) to review chapter goals and objectives.
- Continually identify, recruit, and train new Board members to ensure the sustainability of the Board.
- Review [The Law of Sigma Nu Fraternity, Inc.](#), the [Risk Reduction Policy](#), and relevant college/university policies each year.
- Member(s) of the Alumni Advisory Board meet with the [Leadership Consultant](#) during each consultation visit.
- Individual advisors maintain monthly communication with their designated chapter officer(s) to offer mentoring/coaching advice.
- Member(s) of the Alumni Advisory Board assist and advise the chapter officers in completing the [annual Pursuit of Excellence evaluation](#).
- Facilitate an [officer transition workshop](#) each election cycle.
- Facilitate a [strategic planning session](#) with measurable goals and objectives with the chapter officers each.

Time Commitment

Three to six (3-6) hours per month.

Alumni Advisory Boards will meet at least quarterly to discuss what is happening with the chapter and what specific focus or direction the board needs to provide.

Individually, the Financial Advisor will maintain contact with the Treasurer and Finance Committee and assist them as needed. Weekly contact should be maintained.