

DELTA CHI

FRATERNITY

OFFICER DESCRIPTION: “D” - TREASURER

FROM DELTA CHI LAW:

- Exercise the powers usually exercised by the treasurer of an organization.
- Collect all Fraternity and chapter dues, fees, charges, and assessment owed by the members and associate members of the chapter and deposit the same in a bank.
- Forward to the Headquarters Office immediately upon collection the initiation dues, Associate Member's dues, and any other Fraternity funds. All such dues and other Fraternity funds received by the “D” shall constitute trust funds in his hands until remitted by him to the Headquarters Office and shall not be used for any other purpose.
- Report to the Headquarters Office prior to initiation the name of each person to be initiated in the chapter.
- Pay by check, or electronic funds transfer, all bills authorized by the chapter.
- Require any active member whose account with the chapter or provisional chapter exceeds \$100.00 for three consecutive months in any fiscal year to sign a promissory note in favor of the chapter or provisional chapter for the amount of the indebtedness. If a member is a minor, the note shall be co-signed by his parent or guardian.
- Perform such additional duties of the office of the “D” as are set forth in Fraternity publications.
- In the discharge of his prescribed duties, the “D” shall be subject to the direction and control of the Alumni Board of Trustees.

WHAT DOES THAT ACTUALLY MEAN?

- Collect all dues and fees from members, keeping an accurate file of payments made and debts owed by individual members.
- Organize the chapter/provisional chapter's book keeping system, preferably through the use of OmegaFi, keeping track of all receipts of purchase and reaffirming policies on overdue accounts as needed.
- File taxes each year, it is recommended to use file990.org to streamline this process.
- Serve as the main contact for the chapter/provisional chapter on ordering supplies and making purchases from the International Headquarters Office including associate member pins, Cornerstones, badges, etc.
- Chair the Financial Committee, attend all Alumni Board of Trustees (ABT) meetings and meet regularly with the ABT Financial Advisor.
- Oversee budget process and work with Executive Officers and chairmen to create the budget and present it each academic term (quarter/semester) to the ABT for approval.
- Pay associate member dues and initiation fees to the International Headquarters Office (while payment can be sent via check, you are highly encouraged to use Vault billing on OmegaFi to avoid any approval issues).
- Provide a regular report to the Executive Board on the financial standing of the chapter/provisional chapter.
- Provide a monthly financial report to the chapter/provisional chapter and ABT during regular meetings.
- Attend annual officer transition retreat and chapter retreat.
- Work with fellow chapter/provisional chapter executive board officers to develop action plans for the chapter/provisional chapter.
- Prepare and organize transition materials, and save all materials to an online cloud/database prior to transition.
- Attend the January Regional Leadership Academy event.
- Attend applicable risk management webinars.