



FROM DELTA CHI LAW:

- Exercise the powers usually exercised by the treasurer of an organization.
- Collect all Fraternity and chapter dues, fees, charges, and assessments owed by 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 into 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 the member is a minor, the note shall be co-signed by his parent or guardian.
- Perform such duties of the office of “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?

FINANCIAL PROCESSES

- Collect all dues and fees from members, keeping an accurate record of payments made and debts owed by individual members.
- Organize the 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 chapters on ordering supplies and making purchases from the International Headquarters, including but not limited to: Associate Member pins, copies of the Cornerstone, and member badges.
- Oversee the budget process and work with executive board 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 IHQ. While payment may be sent via check, you are highly encouraged to use the Vault billing system on OmegaFi to avoid any approval issues.

FRATERNITY PROCESSES

- Provide a regular report to the Executive Board on the financial standing of the chapter, and a monthly financial report to the chapter during general body meetings.
- Attend all Alumni Board of Trustees (ABT) meetings and provide a report on the financial standing of the chapter.
- Chair the Finance Committee and meet regularly with the ABT Financial Advisor.
- Meet with the Interfraternity Council Treasurer or other campus governing council peer officer as needed.
- Attend the annual Officer Transition/Executive Board Retreat and Chapter Retreat.
- Work with fellow chapter executive board officers to develop and execute action plans for the chapter.
- Prepare and organize transition materials for your position and save all materials to an online cloud/database prior to transition.
- Attend the January Regional Leadership Academy event, and complete the “D” officer onboarding module in the Learning Management System prior to on site arrival.
- Attend applicable risk management webinars.