

# Alumni Advisory Board – FINANCIAL ADVISOR

## Responsibilities:

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 make sure that 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 and assistance in establishing payment plan(s) to vendor(s) when necessary
- Confirm with the Treasurer that current dues and fess are paid to the General Fraternity
- Regular communication with the Alumni Advisory Board Chairman
- Present financial best practices to the chapter

## Time Commitment

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.

## Primary Expectations of Alumni Advisory Board 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 policy 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 year

## Resources

[Alumni Advisory Board Overview](#)

[Alumni Best Practices Library](#)

[Role of Chapter Advisors](#)

[Mentoring and Advising](#)

[Office of Treasurer Manual](#)

[Officer Resources -- Treasurer](#)

[Important Due Dates](#)

[Cash Management Tool](#)

[Chapter Budget Template](#)

[Pursuit of Excellence Criteria](#)

[Collegiate Member Best Practice Library](#)

[Chapter Officer Transition Checklist](#)