



## Department of Chapter Services Financial Services Specialist

Tri Sigma's Department of Chapter Services is seeking qualified volunteers, *including Tri Sigma alumnae and non-members*, committed to the organization's financial stability in a role that provides additional support to chapters with managing chapter funds.

### Qualifications:

- Undergraduate degree attained
- Experience as chapter treasurer or financial advisor preferred
- Professional or volunteer experience in accounting, finance, or related field recommended

### Expectations:

- Participate in initial training with chapter services and financial services teams to discuss work action guides and communication expectations.
- Complete online Billhighway training and read chapter treasurer's manual.
- Complete a list of tasks for assigned chapters which may include:
  - Schedule calls with chapter treasurer and Financial Advisor.
  - Review, provide feedback for chapter budgets and dues structures
  - Help chapter with the process of sending members to collections.
  - Ensure chapter is reporting to Honor Council for financial issues as needed.
  - Time commitment varies based on needs of assigned chapter. Estimate 10-15 hours per month, with busiest time in April.
- Participate in quarterly team calls for updates on resources and information sharing about general initiatives.
- Schedule monthly calls with staff counterpart to provide updates on chapter assignments.
- This role is a part of a **Standing Committee**, formed to do designed work on an ongoing basis. Term ends when volunteer chooses to resign, fails to meet expectations, or if the goals of the committee are determined to no longer meet the organization's needs.