

Chapter Services: Chapter Advisory Board (CAB)

Financial Advisor

Advisory board members provide quality support to our collegiate chapters in order for them to operate successfully and provide a satisfactory collegiate experience. This position oversees the work of the Treasurer who is responsible for collecting dues and managing the chapter budget.

Qualifications:

- Undergraduate degree attained
- Strong desire to coach and empower collegians
- Express long-term commitment to the success of the collegiate chapter.
- Professional experience in financing
- Experience with online money management programs
- Preferred prior experience with BillHighway or collegiate chapter finances
- This position may be remote depending on skills and comfort level of the individual advising. Must be able to attend vital chapter events and be available to teleconference and commit to daily communication to establish and maintain a working relationship with advisors and the chapter leadership.

Expectations:

- Participate in initial training with Assistant or Associate Director of Chapter Services to review responsibilities. Time commitment: 1 hour within 30 days of appointment
- Participate in initial training with Chapter Advisor to review expectations for CAB and to obtain information on current chapter status. Time commitment: 1-3 hours within 30 days of appointment
- Participate in BillHighway training. Time commitment: 1 hour
- Participate in continual individual training on online resources such as the National Website, Sigma Connect, Chapter Portal, etc.
- Oversee the operations of the chapter treasury as outlined in the Treasurer Manual. Her duties include: chapter is current with National and Foundation dues and fees; all members current with dues; holding delinquent members accountable through Honor Council; help preparing payment plans; and working with the Essential Sigma Advisor and Vice President of New Member Education to ensure all new members are financially ready for initiation.

The logo for Tri Sigma is a large, stylized diamond shape composed of multiple overlapping lines. Inside the diamond, the words "TRI SIGMA" are written in a bold, serif font, with "TRI" on the top line and "SIGMA" on the bottom line. Below "SIGMA", the word "empowered" is written in a smaller, lowercase, sans-serif font.

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- Assist Treasurer in presenting annual budget and review budget variance report, receipts, disbursements, cleared checks, and delinquent dues list weekly.
 - Ensure financial records are kept properly by overseeing the committee who audits the books each semester.
 - Attend CAB meetings to collaborate and share information. Time commitment varies by chapter. Expect 1 hour per month, with more time required in special circumstances.
 - Attend one chapter meeting and one officer meeting per month, or as agreed to by Chapter Advisor and volunteer during initial training conversations.
 - Attend Ritual ceremonies
 - Act as liaison between National Organization and the chapter – information and requests you receive should be shared with collegians and appropriate action taken.
 - Respond to communication within 48 hours, even if to share you are unavailable.
 - Build a healthy and coaching relationship with officers and chairman through daily and weekly communication. Communication may be in the form of phone, email, text messages, Facebook, etc.
 - Commit 3-5 hours each week to the position. Highest times of involvement are at the beginning of the fall and spring semester/quarter with the collection of National Dues. Availability during weekends and evenings is also critical to relationship building with collegians.
 - 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.

The logo for Tri Sigma is a large, stylized diamond shape composed of multiple overlapping lines in shades of purple and blue. Inside the diamond, the text "TRI SIGMA" is written in a bold, serif font, with "TRI" on the top line and "SIGMA" on the bottom line. Below "SIGMA", the word "empowered" is written in a smaller, lowercase, italicized serif font.

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