

TREASURER

There shall be a Project Director known as the Treasurer who is responsible for safeguarding the controls and processes of Phi Delta Chi's financial operating system. They are responsible for reviewing the Fraternity's current financial status with the Executive Council. The Treasurer also serves as the chair of the Finance Committee.

Qualifications:

Qualifications to serve as Project Director for Treasurer include membership as an Alumnus Brother in good standing within the Fraternity. It is highly recommended that the individual be effective with time management and that accepting this position would not interfere with personal or professional obligations. Candidates shall describe in their application their experience with finance and investments, and describe their understanding of hazards the Fraternity should avoid and opportunities the Fraternity should embrace.

Candidates for the position must submit an application to the Executive Director. The applications will be shared with the EC for input.

Appointment/Term:

The Project Director for Treasurer will be appointed by the Grand President according to the Fraternity's Constitution. The appointment shall last two years ideally beginning and ending with Grand Council. The Treasurer may be re-appointed for multiple terms without a new application.

Duties/Expectations:

Active Member of the Executive Council

- Review monthly financial reports and other financial records as provided by the Executive Director (including a brief budget analysis) and present to Executive Council
- Attend monthly Executive Council conference calls
- Attend in person Executive Council meetings as invited by Grand President.
- Work with Executive Director to review all contracts and ensure they meet our requirements and are within spending guidelines.
- Contribute to the creation and execution of a draft of the annual budget.
- Act as a steward of financial reserves, providing oversight and guidance as needed to investments.
- Liaison with Asset Management Company engaged by Executive Council
- Other tasks as designated by the Executive Council

Active Member of the Finance Committee

- Chair of committee
- Schedule meetings at least two times per year as per Accounting Policy and Procedures Manual

Additional Responsibilities

- Provide oversight of large expenditures (transactions greater than \$1000).
- Maintain a master list of assets (e.g., Life Member funds, emergency fund bonds, checking account), review quarterly and report to EC
- Provide oversight of restricted funds (i.e., Life Member funds and emergency funds)
- Provide annual review of financial policies and Accounting Policy and Procedures Manual