

Role of the Finance Advisor

Sigma Tau Gamma Fraternity is a values-based organization founded upon the principles of Learning, Integrity, Excellence, Leadership, Citizenship and Brotherhood. The Finance Advisor will serve as the primary advisor for the Director of Finance and Operations. The Finance Advisor will serve as a member of the Chapter Advisory Team and report to the Lead Advisor.

Finance Advisor Expectations

The Finance Advisor will support the chapter by:

Promoting the Values, Ideals, and Policies of Sigma Tau Gamma and the Host Institution

- Participate in Finance Advisor related trainings and familiarize oneself with OmegaFi's Vault and MySigTau.
- Assist the chapter in pursuing collections for members with past due balances
- Review chapter meeting minutes to stay informed of chapter business

Modeling the Way

- Remain current on any dues or fees owed to Headquarters or Alumni Associations
- Ensure that all social behaviors align with the expectations that are given to the men in the chapter – in person and on social media.
- Attend and encourage participation in Sig Tau national events and programming.

Develop Relationships

- Conduct a 30-minute check-in/coaching call with the Director of Finance twice per month to review status and activities of the finance and operations division including dues collection, budget progress, and ritual dates.
- Meet each semester with the chapter's Treasurer to review the chapter budget and plan a budget for the subsequent semester.
- Attend one chapter meeting each semester and make arrangements with Chapter Advisory Team to have at least one advisor on-hand for chapter ceremonies or rituals.
- Attend meetings and/or calls of the Chapter Advisory Team

Promoting Adherence to Chapter Operations and Administrative Tasks

- Experience managing a budget and recording expenditures (preferred).
- Ensure chapter is meeting deadlines Member Safety Fee and report submissions
 - October 1 – Member Safety Fee
 - October 15 – Fall Association Report
 - November 15 – Fall Initiation Report
 - December 1 – Officer Updates
 - March 1 – Spring Association Report
 - April 1 – Spring Initiation Report
- Verify accurate financial information is entered in the chapter's McCune Annual Report (due April 15)

Preferred candidates will be members of the Fraternity; however, other strong candidates will be considered. The Finance Advisor will be appointed by the Lead Chapter Advisor and will be expected to abide by the above expectations and promote the Principles of Sigma Tau Gamma.