

COLLEGIATE DIRECTOR QUICK GUIDE

director of funds

Chapters with more than 35 members should have a director of funds, though smaller chapters may also choose to have this position. The director of funds reports to the vice president: finance and serves on the joint chapter management team (JCMT). The director of funds helps the vp: finance keep the chapter financially secure, and helps share the responsibilities of chapter finances. This position can do any work relating to finance *except*: collect monies, make deposits and write checks.

RESPONSIBILITY

RESOURCES

Anchor Games Finance	Greekbill Account Codes for Fundraising
Chapter Budget	Collegiate Finance Handbook ; previous budgets (in chapter files); current approved chapter budget;
Chapter Member Contracts	Collegiate Finance Handbook ; collegiate officer budget contracts, Dues & Fees Contracts, Room Agreements (all in greekbill)
Financial Good Standing	submit Automatic Probation Notices (APNs) and Statement of Obligation Reviews (SORs) via greekbill
Fines	greekbill ; your chapter's Bylaws & Standing Rules (BLSR)
Fiscal Policies	Collegiate Finance Handbook ; your chapter's BLSR
Greekbill Billing & Roster Changes	Member Account Adjustment (MAA) Request Form (in greekbill); Anchorbase/greekbill Integration Guide
Record Checks in Greekbill (not including members' payments)	on campus spaces for chapter meetings and events

MARK YOUR CALENDAR

- Attend JCMT meetings.
- You will be copied on the vp: finance newsletter every other week. Make sure you read this!
- Participate in your chapter's events ... members need to see you participating!

LINKS TO BOOKMARK

- [greekbill quick reference](#) links.
- [Anchorbase](#) (for member roster, contact info for your chapter financial adviser, etc.)
- Check out the [Collegiate Chapter Officers Manual \(CCOM\)](#) for details on the responsibilities of your role.
- 2020-2021 [Collegiate Chapter Resource Guide](#) (Changes Due to COVID-19).
- Uphold the [12 Fraternity Standards](#) in all that you do.
- [eLearning](#) modules & [Delta Gamma Webinars](#).

DIVE DEEPER

- Review your chapter's current budget with your vp: finance, COA and ATC. Make adjustments to expense budgets as needed based on your year-to-date spending.
- Questions? Email your Regional Finance Specialist (or your New Chapter Finance Coordinator). Their contact info is in Anchorbase.