

Financial Management:



Assist the chapter in creating a budget.

Bank accounts should have multiple signers like the finance officer, president and advisor. This protects misuse of the funds.

Financial records are crucial to the successful management of the chapter. Without funds, we can't run our organization. Make sure the finance officer is keeping records of who has paid dues, fines or any other financial obligation. Records should be kept in an appropriate finance program to ensure confidentiality, organization and financial stability.

Have frequent meetings with those in charge of finance to teach responsibility and accountability.

Evaluate dues rates on a regular basis. If necessary, you may need to show them why they may need to increase dues for the betterment of the chapter with stats. Work this out with the finance officer so they are included in the process.

Make sure the chapter is open to its members about its financial situation.

Make sure the chapter is reporting finances to a regional/national team if necessary.