**Title**: Chapter Money Allocations Director

**General Purpose of Position**:

The Chapter Money Allocations Director shall be in charge of the administrative duties necessary to allocate funds in the national budget that the chapters can receive.

**Classification**: Nationally Appointed

**Selected By**: Appointment

**Level**: National

**Relationships to Other Jobs**:

Appointed by: VP Finance

Accountable to: VP Finance

Support from: VP Finance

Works with: VP Finance, National Office Administrator and active chapters

**Term of Service**: 2 years

## Time Commitment: 1-5 hours a week (with peak times in early fall and spring)

**Required Qualifications**:

* An active or alumnae sister in good standing.

**Preferred Knowledge/Abilities/Experiences**:

* The ability to communicate with chapters via e-mail on a daily basis.
* Comfortable with Microsoft Excel.
* The ability to keep accurate records of monies allocated to each chapter.
* An understanding of the dues deadlines and processes, dues waiver process.
* Previous budget training or financial coursework are a plus.

**Duties and Responsibilities**:

* Receive requests for financial assistance from chapters via e-mail.
* Approve requests that meet requirements using associated procedures. If it does not meet requirements, send it back to the chapter for them to revise and then approve once it meets requirements.
* Send approved requests to the chapter via e-mail.
* Once receipts and expense voucher have been received from the chapter, verify all information and forward the NEB officer that oversees the expenses line item (should send approved request with all fields completed, receipts and the completed expense voucher). Voucher will then be approved by the correct NEB officer and will be sent to the VP Finance for reimbursement.
* Inform the chapter that all necessary information has been received and is being processed.
* Publicize money available to the chapters for assistance.
* Update paperwork to as necessary with approval from the NEB to increase efficiency.
* Keep an accurate total of the amount in the chapter savings accounts, communicate balances to the chapters, and handle requests for withdraws for the money and donations to the accounts.

**Convention/ Midyear/ District Summit Attendance required?** Preferred/ No/Preferred