

High Tau - Treasurer

Job Overview

The High Tau (Treasurer) of each chapter/colony serves as the Chief Financial Officer. The position requires that the elected individual spend most of his time and energy ensuring the overall financial health and stability of the chapter/colony. The High Tau is also responsible for managing the collection of membership dues and making all payments to the Office of Administration. This position is for people who are highly detail oriented and deadline driven who can support the financial sustainability of each chapter/colony while ensuring the integrity of all financial practices.

Strategic Work for Chapter Support Coach

Overseeing the financial operations of the chapter/colony

Functional Responsibilities and Deliverables

Specifically, this role is responsible for the following:

Preparing, managing, and sharing the chapter/colony budget with the Executive Committee, the chapter, and the chapter/colony's Chapter Support Coach, Health & Wellness Coach, or Expansion Development Specialist

Collecting all membership dues

Managing payment plans for members and the chapter, as applicable

Managing all cash flow including accounts payable and accounts receivable

Managing chapter payments in the Zeta Management System

Working with the Executive Committee to enforce financial probations and suspensions

Maintaining documentation for the chapter/colony's tax status

Overseeing and working with the High Pi or House Corporation (as applicable) to complete all tax filings

Maintaining a cash reserve for the chapter/colony

Acting as a voting member of the Executive Committee

Competencies

The competencies and behaviors that have been specifically sorted as priorities for this job are:

Business	Team	Personal development
Accountability	Conflict Management	Credibility
Collaboration	Create Trust	Integrity
Communication	Establish Priorities	Resilience
Resourcefulness		

Other Responsibilities

Acting as representative of the chapter/colony.

Working with various constituents in achieving chapter/colony initiatives.

Adhering to and enforcing all applicable organization policies, procedures, and practices.

Using the Zeta Management System.

Desired Qualifications

Individuals running for this position must be an Associate or Initiated Member of the chapter/colony. Previous external leadership experience is preferred, but all members are welcome to run for this role. Candidates must be collaborative, trustworthy, and compassionate.

The position requires at least 10 hours of time each week, and job responsibilities and tasks for this position are subject to change based on the needs of the chapter/colony and at the discretion of the High Alpha.

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