



KAPPA ALPHA THETA

# Budget District Director (BDD) Job Description

## SUMMARY OF DUTIES

Oversee the college chapter chief financial officers (CFOs) in her district, supporting chapter growth, advising on ways to budget resources to enhance chapter operations, and monitoring financial matters throughout the year while adhering to Kappa Alpha Theta policies and procedures. Ideal volunteers have strong communication skills and can commit an average of 10 to 15 hours per month.

## RESPONSIBILITIES & AUTHORITY

### I. SUPERVISION OF CFOS

- a. Oversee the CFOs in her district, conducting in-person or virtual visits for ongoing training and guidance. This includes ensuring the CFO's initial transition was enough to equip her to do her job correctly.
- b. Educate and train CFOs regarding Kappa Alpha Theta policies and procedures, budgeting, and general operations.
- c. Review and approve the budgets with the CFO and verify that income and expenses are in line with their chapter bylaws, room rental licenses, and chapter-corporation agreements (CCA). Once created, continually monitor each chapter's budget and advise the CFO regarding excess and deficits.
- d. Ensure that member billing is both timely and accurate.
- e. Advise chapter on appropriate uses for their surplus prior to year-end and for their discretionary funds that are figured after year-end.

### II. COMMUNICATION

- a. Promptly answer all questions from CFOs.
- b. Communicate regularly with the district officers to address chapter concerns.
- c. Recommend to the college district director (CDD) any chapter that may require being put on financial notice or probation.
- d. Communicate with the assigned visiting educational leadership consultant (ELC) prior to, during, and after chapter visits.
- e. Maintain communication with the rest of the committee.
- f. Maintain general knowledge of the software/applications used by the CFO to assist her in completing her officer role.
- g. Provide special support, such as check and prepaid card approvals, for chapters that have a finance advisor vacancy.

### III. OTHER RESPONSIBILITIES

- a. Assist and participate in other special projects as assigned.
- b. Fulfill the expectations and responsibilities of a Kappa Alpha Theta workforce member as outlined in the [Workforce Volunteer Handbook](#).