



## KAPPA ALPHA THETA

# Finance District Director (FDD)

## Job Description

### Organizational Mission

Kappa Alpha Theta nurtures each member throughout her lifetime, offering opportunities for intellectual and personal growth. This position supports this mission through coaching and providing resources to college chapter leadership as they strive to optimize the experience of all members.

### Positional Support & Supervision

This position is supported by the collegiate operations manager, who serves as a staff partner to the committee and committee chair.

### Time Commitment

On average 10-15 hours per month, but may increase during budget season in the spring.

### Responsibilities

- Fulfill duties as outlined by the Workforce Volunteer Handbook and the Kappa Alpha Theta Constitution and Bylaws.
- Support the vice president of finance and finance committee officers by offering guidance, coaching, and education on Kappa Alpha Theta policies.
- Review and approve the budgets for each chapter within the district and verify that income and expenses are in line with their chapter bylaws, room rental licenses, and chapter corporation agreement.
- Ensure that member billing is both timely and accurate.
- Collaborate with other workforce volunteers on chapter-related issues.
- Provide special support, such as check and prepaid card approval, for chapters with a finance advisor vacancy.

- Support the finance advisor by offering guidance, coaching, and education on Kappa Alpha Theta policies.
- Participate in and/or attend meetings as requested
- Support the Fraternity's strategic plan, working to implement goals and objectives set forth by Grand Council.
- Willingness to travel to college chapters as necessary.