



Role Overview – Mentor for Finance

As a mentor for finance, you support the chapter's vice president of finance in his role as the chapter's chief financial officer. The chapter entrusts this officer with managing all the chapter's finances, but many vice presidents of finance have limited relevant experience. Mentors for finance support their mentees in accurately completing documents and financial responsibilities, adapting to changes, and project management.

As the mentor for finance, you will:

- Work with the vice president of finance to create an annual budget for the chapter.
- Coach the vice president of finance to consistently monitor actual vs. budget and accounts receivable and present monthly financial reports to the executive board and AVC.
- Ensuring all annual tax and banking documents are filed correctly.
- Complete an annual financial review with the vice president of finance to ensure transparency about chapter finances.

<u>Responsibilities</u>	<u>Involved Parties</u>	<u>Frequency</u>	<u>Time Commitment</u>
Undergraduate Mentorship	Mentor for Finance	Weekly Check-ins	1-2 Hours Monthly
Keep Updated with HQ/National Programs	District Governor, HQ Staff	Monthly	1-2 Hours Monthly
Volunteer Onboarding and Collaboration	AVC Members, Mentor Committee	Intermittent	Monthly

An important aspect of the duties of the vice president of finance is that he will need access to records created by his predecessors. Mentors for finance support the fiscal health of the chapter by aiding their mentee in the development and maintenance of systems for storing financial information such as payment records, contracts signed, and receipts. Typically, this will involve implementation of a full-fledged financial platform (such as Greekbill) that can generate basic financial reports such as profit &

loss, balance sheet, and aged accounts receivable (which should also be housed in mySigEp). Mentors for finance also help the vice president of finance to build his own support system. Besides supporting him yourself, you will guide the vice president of finance to delegate and manage projects through a committee.

Who you will interact with:

Volunteers: AVC treasurer, District Governor, chapter counselor

University Staff: your institution’s fraternity and sorority advisor

HQ Staff: Finance consultant, SigEp National Housing, member safety staff, your regional director

Undergraduates: executive board officers, mentor for finance

Resources available to Mentors for Finance:

In-person education opportunities at Carlson Leadership Academy and Grand Chapter Conclave, online learning (onboarding and skill development), guidance from finance and volunteer services staff, and mentorship from District Governor and experienced volunteers. Finance staff member contact information is available through this link: <https://sigep.org/about/who-we-are/headquarters-staff/finance/>.

Mentors for finance are expected to complete online onboarding in the first couple of months in their position to build the essential skills and knowledge to best support their chapter. SigEp volunteer onboarding (Level 1) consists of the following online interactive modules: SigEp 101, Effective Volunteer Skills, Mentoring Undergraduates, Communicating Across Generations, Partnering with the University, and Member Safety and Insurance..

Preferred Role Tenure:

As the mentor for finance is a key volunteer who provides continuity as executive board members transition and develops specialized knowledge of chapter finances, it is preferred to have a mentor for finance serve for 1 or more years consecutively.

Necessary skills, knowledge, and abilities:

Fiscal Health

Coaching/Mentoring

Organizational Skills

Beneficial skills, knowledge, and abilities:

SigEp Operational Knowledge

Filing Taxes

Project Management