

APPENDIX: TREASURER

SUPPORTING VIRTUAL OPERATIONS

Address:
Alpha Phi Omega
1441 East 104th Street, Ste. 105
Kansas City, MO 64131

816.373.8667
chapter_services@apo.org

www.apo.org



PRACTICING SOCIAL DISTANCING OR VIRTUAL OPERATIONS: **TREASURER**

The treasurer of the chapter has an array of responsibilities that must be fulfilled for the chapter to be prosperous and financially stable. From dues and invoices to budgeting and donations, the treasurer has the skills to help the chapter maintain long-term financial wellness. The funds paid by chapters through membership dues and fees support the operations of the Fraternity, including creating new tools for virtual operations, membership processing and materials and much more. It is no secret there may be some challenges in meeting the responsibilities of the job; however, it is all manageable with a little organization and ingenuity. Utilize the goal statement below - or create your own! - to better understand the essential functions of the treasurer. The tips and tricks that follow can assist your chapter when making adjustments and continue to thrive as servant leaders!

GOAL STATEMENT

The treasurer will oversee the financial condition of the chapter and uphold the chapter's financial integrity by identifying budgetary needs, developing a financial plan and meeting the financial expectations set forth by the campus and Fraternity.



CREATE YOUR OWN: _____

TOP 5 VIRTUAL JOB FUNCTIONS OF THE TREASURER

- 1.** COLLABORATE WITH THE ENTIRE EXECUTIVE COMMITTEE VIA VIDEO CALL, EMAIL, OR INSTANT MESSENGER TO DEVELOP A CHAPTER BUDGET (WITH INPUT FROM ADVISORS, IF NECESSARY) TO TRACK CHAPTER FUNDING AND EXPENDITURES
- 2.** MAINTAIN FINANCIAL TRANSPARENCY BY HAVING THE ADVISORY CHAIR AND AT LEAST TWO OFFICERS WITH ACCESS TO THE CHAPTER'S BANK ACCOUNT
- 3.** USE APO'S INDIVIDUAL PAYMENT PORTAL TO ENSURE MEMBERS NATIONAL DUES AND FEES FOR ACTIVE MEMBERSHIP ARE BEING MET ACCORDINGLY. VERIFY DUES AND INVOICES ARE SUBMITTED AND PROCESSED ON TIME THROUGH OFFICER PORTAL TO PROMOTE BEST PRACTICES AND KEEP THE CHAPTER IN GOOD STANDING
- 4.** MAINTAIN GOOD STANDING WITH THE IRS BY FILING THE CHAPTERS TAXES EACH YEAR
- 5.** UTILIZE SECURE ONLINE BANKING APPS TO TRACK AND COLLECT CHAPTER DUES FROM MEMBERS TO DEPOSIT INTO THE CHAPTERS ACCOUNT

TIPS AND TRICKS

TALK TO YOUR SCHOOL

If the chapter has school checking - meaning funds are held by an office on campus - reach out to the office that oversees those accounts to inquire about new or updated processes in response to the pandemic. In the event that administrative timelines and procedures have been adjusted, communicate that with the rest of the chapter so all chapter leaders, members and advisors can be mindful of how those changes impact the chapter. Promptly reach out to the National Office at chapter_services@apo.org if your chapter has challenges with paying fees or dues. The National Office team will work with the chapter to find a resolution.

TALK TO YOUR BANK

If the chapter uses off-campus banking, contact the financial institution to see if the account is compatible with transferring monies external accounts. Some banks utilize software like Zelle - similar to and more secure than Venmo - to transfer money from one account to another. This could be an avenue for collecting membership dues, in addition to the APO individual payment portal offered by the national Fraternity.

BE MINDFUL OF TIMELINES

Utilize physical and digital calendar reminders to ensure the chapter is meeting the expectations set forth by the Fraternity and campus policies. Fraternity dues, fees and timelines can be found within the Chapter Same Page Guide.

APPLY FOR GRANTS AND SCHOLARSHIPS

Support the goals of the chapter by applying to receive funding from departments on campus such as Student Affairs, Student Leadership Office, Student Involvement or Student Government. Many campuses supply funds for student leaders to attend conferences, continue their academic success, or positively impact the community. Get connected with administrators and staff on your campus to learn what opportunities are available for your chapter. Alpha Phi Omega also provides funding for service innovation, academic success and youth service projects.

SUPPORTIVE RESOURCES

In addition to other chapter officers and supportive volunteers, there are a number of resources built to help chapters navigate the transition to socially distant and virtual operations. Download the APO Mobile Resource App today for continuous access to resources, tips and educational opportunities. The app is also a great tool for communicating with your chapter through the groups feature! A Virtual Resource Area is available in the app, online at apo.org, and in the Officer Portal Library. This area includes the items below, as well as dozens more resources and tools.

- Understanding Membership Fees
- Alpha Phi Omega Awards, Grants & Scholarships
 - » Youth Service Grant
 - » Service Innovation Grant
 - » John Mack Scholarship
 - » Chapter of Excellence and Pledge Program of Excellence
- National & Chapter Bylaws
- Planning for the Academic Year