

# Finance Team Leader

**Supervisor:** Director of Chapter Services

**Department:** Chapter Services

**Date Created or Revised:** January 2025

## Purpose

The finance team leader uses her experience, leadership and strategic thinking skills to ensure the finance team and all collegiate chapters have the support and resources they need to meet the Sorority's financial goals. They ensure finance supervisors have the knowledge, skills, relationships and confidence to promote financial wellness at assigned chapters and for the Sorority.

## Responsibilities

- Appoint and train a finance supervisor for each region in collaboration with the chapter services manager and regional team leader. Design and deliver a comprehensive finance supervisor training curriculum in close collaboration with International Headquarters.
- Enhance job performance and teambuilding for finance supervisors by leading regular team calls and communicating pertinent information via email.
- Conduct annual performance evaluation for team members and have ongoing conversations regarding performance.
- Facilitate performance management conversations for finance supervisors as necessary.
- Execute finance supervisor responsibilities in their absence.
- Provide strategic direction for finance supervisors by implementing specific goals set forth in the Sorority's strategic plan.
- Collaborate with finance supervisors, regional team leaders and professional staff to execute chapter financial plans based on Sorority priorities and chapter needs.
- Support the establishment of a new chapter, which includes but is not limited to, creating the chapter budget, determining local member dues and fees and supporting financial management in OmegaFi.
- Participate in the transition of new chapters into the regional structure as necessary.
- Manage finance team operations including supervising finance supervisors, adhere to approved budgets, update Sorority working documents and complete reports as requested.
- Encourage regular communication, cooperation and relationships among finance supervisors and other workforce personnel to address chapter challenges.
- Provide feedback and suggestions to appropriate workforce personnel on resources, programming, project teams and initiatives set forth by the Sorority.

## Expectations

- This role is appointed for a two-year term ending on July 31 of odd numbered years. This role is eligible for reappointment for a total of three terms.
- This role requires five to 15 hours per week on average.
- Volunteers in this role will be expected to travel up to eight days per year. Travel will include attendance at Convention and the REAL Leadership Institute (RLI) in alternating summers and may also include chapter visits.
- Volunteers in this role will be expected to participate in the Belonging, Equity, Diversity and Inclusion (BEDI) Summit. The BEDI Summit is a synchronous, virtual program.
- Meet all expectations as outlined in Gamma Phi Beta's [Appointed Volunteer Expectations Agreement](#).

## Preferred Competencies and Experiences

- Critical Thinking.
- Communication.
- Gamma Phi Beta Knowledge.