



TRIANGLE FRATERNITY

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Alumni Treasurer

Purpose

The Penn State Chapter of Triangle Fraternity is legally required to have a Board of Directors acting as stewards for the organization. The Alumni Treasurer is ultimately responsible for ensuring the short and long term financial solvency of the organization.

Summary

The Alumni Treasurer acts as the “CFO” of the organization, managing all aspects of the chapter that involve money. This means that the Treasurer will be directly or indirectly involved in nearly every decision that the chapter makes. As such, the Treasurer must be capable of providing input on many facets of chapter operation, and quickly skilling to provide support where they are needed.

Qualifications

- Term Length: 3 years
- Time Requirement: 5 - 10 hours per month (Fluctuates from Month to Month)
- Skilled in bookkeeping, financial planning, and budgeting.
- Experience managing the tax and other various submissions required to run a non-profit organization.
- Familiarity with the laws and regulations surrounding landlord/tenant law in Pennsylvania.
- Ability to mentor and support both Alumni and Undergraduate members.
- Ability to distinguish and prioritize tasks that impact the organization financially.
- Mentorship of both Alumni and Undergraduate members concerning financial matters.

Responsibilities

- Attend monthly alumni officer meetings and provide Report
- Attend 2 in-person Corporation Meetings in State College, PA., including a presentation of the chapter's current financial state for the previous period and future budget.
- Prepare and submit all financial reports and other filings required to continue operating as a non-profit organization in the State of Pennsylvania (e.g. IRS 990).
- Ensure that all collections and disbursements are done in a reasonable and ethical manner, and also comply with applicable law.





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- Oversee chapter house leasing procedure and ensure leases are available in a timely manner.
- Ensure that all payments, reimbursements, and penalties are paid in a reasonable timeframe.
- Oversee all chapter billings and collections.
- Research and advise the alumni and undergraduate boards of the potential financial impacts of their decisions, and provide strong advocacy against positions that negatively impact the financial health of the chapter.
- Review the current workflows of the organization, and make incremental changes to simplify and modernize any procedure that no longer makes sense.
- Seek advice where necessary, and delegate work that is critical but cannot be completed in isolation.
- Resolve both alumni and undergraduate questions and concerns as they arise.

