



Officer Duties Gamma

- Prepares semesterly and yearly budgets for chapter.
- Prepares monthly statement of cash flow to present to Phi, Supreme Council, and general brotherhood to show how closely chapter is sticking to budget.
- Advises Supreme Council on dues structure.
- Along with committee chairmen, creates budgets for, and allocates money to, committees that require funding.
- Collects all fees from chapter members.
- Sets up payment schedules for those members that can't pay all at once.
- Enforces payment schedules.
- Pays bills of chapter.
- Manages cash flow of chapter—approves or denies expenditures. Large expenditures must be approved by Supreme Council.
- Outlines financial obligations to pledges.
- Posts a list of dues, fines, and other fraternity obligations.
- Works with elders to collect on delinquent accounts of brothers.
- Should be bonded by a local bonding (insurance) company.