

Responsibilities/Competencies

Quaestor

- As treasurer of the chapter, collect and preserve all monies due the chapter, and disburse money as the chapter needs and directs, consistent with the requirements of good business, sound fiscal procedure, and Fraternity policy and chapter resources.
- Prepare a budget before the start of the chapter fiscal year, present it to the Executive Committee and chapter advisor, and follow its provisions, ensuring that the chapter operates within its means.
- Record all chapter financial operations, using a legitimate bookkeeping system.
- Ensure that all dues and fees owed the chapter and Fraternity by members and pledges are paid on time, and to carry out specified enforcement procedures for overdue accounts.
- Ensure that the chapter's financial obligations to the Fraternity, landlord, local merchants and others are properly met.
- Provide Headquarters, the chapter advisor and Grand Praetor with the specified monthly and semi-annual reports, as well as a yearly budget.
- Ensure that the required reports are provided to Federal and State tax and Social Security officials.
- Attend the Balfour Leadership Training Workshop.
- Maintain and enforce a chapter financial policy.
- Suspend and expel financially delinquent members.
- Hold himself and every member of the Fraternity accountable to the Sigma Chi Oath of Initiation.

Responsibilities/Competencies

Quaestor Competencies

Organization

- Exhibits appropriate levels of coordination and record keeping for the benefit of the chapter.

Result Driven

- Develops challenging goals and overcomes obstacles to accomplish those goals. Manages goals and resources based on clear understanding of highest-impact priorities. Builds and manages plans to deliver results as committed.

Strategic Thinking

- Can leverage insights and experience to develop new ideas that advance the chapter's interests.

Analytical Thinking

- Employs a values-based approach to analyzing problems and generating solutions.

Communication

- Can competently communicate with chapter members and external business contacts.