

ADVISOR CONTRACT

Purpose of Advisors

- The advisor serves in a voluntary capacity to the student organization and provides guidance, direction, advice, and continuity to both the members and officers of the organization
- Every organization must have an advisor who is a member of the faculty or professional staff
- The advisor should be informed of what the organization is doing and invited to attend meetings and organization activities
- Goals and ideas for the group should be discussed with the advisor
- An advisor also approves most paperwork regarding finances and college services

Advisor Responsibilities

It is important that advisors understand the responsibilities involved before making a commitment to the Student Organization that they plan on advising. Those responsibilities include:

- Maintain an awareness of the activities and programs sponsored by the student organization
- Meet with leaders and officers to discuss upcoming meetings and programs, long range plans, goals, and problem solving
- Attend general and executive board meetings as often as possible
- Assist the organization's Treasurer in monitoring and adhering to the budget
- Assist with officer transition and new officer training
- Maintain contact with Student Activities Office
- Explain and clarify College policies and procedures that apply to the organization
- Talk with the organization regarding appropriate behavior on the part of the members and possible consequences of unacceptable behavior
- Maintain the ability to deal with the same issues each year and remain fresh
- Be familiar with national structure and services, if relevant
- Approve financial paperwork

Organization's Responsibilities to the Advisor

- Officers and leadership must notify the advisor of all meetings and events
- Consult him/her in the planning of projects and events
- Consult him/her before any changes in the structure of the group, or in the policies of the organization are made, and before major projects are undertaken
- Allow the advisor speaking privileges although he/she is not allowed a vote
- Be aware that the success or failure of the organization and its events rest on the members of the organization itself, not the advisor
- Discuss concerns and issues with the advisor
- Acknowledge the advisor's time and energy are donated, and express appreciation
- Be clear and open about expectations of advisor and periodically evaluate the advisor

Advisor Agreement

I agree to be the advisor of the _____
Organization and have received a copy the *Student Organizations and Advisor Handbook*. I
recognize that the duties of an advisor and agree to fulfill the above responsibilities.

Name: _____ Date: _____

Campus Address: _____

Title: _____ Telephone: _____

Signature: _____