



Student Organization ADVISOR'S RESPONSIBILITIES

- A. Appointed annually by the Vice President-Student Affairs, the advisor agrees to maintain contact with the organization and to be familiar with its programs and personnel. Each student organization is required to have a full-time faculty or staff member as an advisor **(Limited service faculty or staff may serve as an advisor upon the approval of the Director of Student Activities)**.
- B. The University expects an advisory as opposed to directive capacity:
1. Providing the officers with the elements of good organization and administrative practice, including records of the past three years of the organization's minutes and financial accounts;
 2. Assisting in the development of procedures and plans for action;
 3. Keeping the group focused on its goal;
 4. Fostering self-discipline and responsibility in the group; and
 5. Stimulating programming (e.g., speakers, workshops, ect.).
- C. Advisors should be available to the officers and members in order to share ideas about the organization affairs. Meet with the officers as a group monthly to discuss the progress and direction of the group. Attend meetings and functions of the group.
- D. Advisors should advise and consult with the organization and its officers in its financial affairs to see that proper budgets are formulated and that proper distribution of and accounting for funds of the organization are maintained. Co-signatures on all organization checking and savings transactions is recommended. Appropriate forms for all financial institution accounts should be updated whenever a new president/treasurer is elected or appointed.
- E. Advisors should sign or co-sign appropriate University forms such as the student organization registration forms.
- F. Advisors should monitor the organization's activities closely enough to ensure that the organization complies with University and state hazing regulations. Be familiar with University policies as they relate to student activities and serve as a resource and communication link for the group in relation to the University's regulations.
- G. If, for any reason, it is impossible to continue as advisor to the organization, advisors should serve until a successor is appointed.