

# Student Organization Advisor Agreement Form

ORGANIZATION NAME: \_\_\_\_\_

ORGANIZATION PRESIDENT(S): \_\_\_\_\_

ADVISOR NAME(S): \_\_\_\_\_

*FOR FRATERNITY & SORORITY LIFE ONLY – please note both your on campus and alumnus advisor here*

The members of this organization hereby select the above named as our advisor for the current academic year.

Student Development and Campus Activities encourages student organization advisors to play an active role in the organization and the personal and professional development of its members. However, for different organizations the level of involvement may differ based on their specific needs. At the minimum, a student organization should expect the following from their advisor:

- Meet with and/or consult the executive board on a regular basis.
- Provide guidance to individual members, helping them to understand their leadership roles
- Assist in setting realistic goals related to the organization's mission
- Provide continuity for the organization from year to year
- Become familiar with University policies and procedures, serving as a resource for students
- Attend workshops and training through Student Development and Campus Activities as necessary

**The following is intended to clarify the role of advisor by providing both the organization and the advisor the opportunity to decide the extent to which the advisor will be involved with the organization.**

Directions: The advisor and each officer should respond to the following items, and then meet to compare answers and discuss any differences. For any items that are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that task.

For each statement, respond according to the following scale:

A = Essential for the advisor.

B = Helpful for the advisor to do.

C = Nice, but the advisor does not have to do it.

D = Would prefer the advisor not do.

E = Absolutely not an advisor role.

The advisor should:

- \_\_\_\_\_ Attend all general meetings.
- \_\_\_\_\_ Attend all executive board meetings.
- \_\_\_\_\_ Attend all organization's activities
- \_\_\_\_\_ Attend organization's events.
- \_\_\_\_\_ Explain University policy when relevant to the discussion.
- \_\_\_\_\_ Help the president prepare the agenda before each meeting.
- \_\_\_\_\_ Serve as a legislator for the organization.
- \_\_\_\_\_ Speak up during discussions with relevant information or when the organization is likely to make a poor decision.
- \_\_\_\_\_ Be quiet during general meetings unless called upon.
- \_\_\_\_\_ Take an active part in the formulation of the organization's goals.
- \_\_\_\_\_ Initiate ideas for discussion when it will help the organization.
- \_\_\_\_\_ Be one of the organization except for voting and holding official office.
- \_\_\_\_\_ Require the treasurer to clear all expenditures with you before making financial commitments.
- \_\_\_\_\_ Request to see the treasurer's books at the end of each semester.

- \_\_\_\_\_ Have regular one-on-ones with the president and/or other member of the e-board
- \_\_\_\_\_ Check the secretary's minutes before they are distributed.
- \_\_\_\_\_ Store all organization materials during the summer and between officer transitions.
- \_\_\_\_\_ Keep the official files in advisor's office.
- \_\_\_\_\_ Receive a copy of all official correspondence including e-mails.
- \_\_\_\_\_ Inform the organization of infractions of its by-laws, codes, and standing rules.
- \_\_\_\_\_ Keep the organization aware of its stated objectives when planning events.
- \_\_\_\_\_ Mediate interpersonal conflicts that arise.
- \_\_\_\_\_ Represent the organization in any conflicts with members of the University faculty/staff.
- \_\_\_\_\_ Be responsible for planning a leadership skill workshop for members of the organization.
- \_\_\_\_\_ Let the organization work out its problems, including making mistakes/ doing it the hard way.
- \_\_\_\_\_ Insist on an evaluation of each activity by those students responsible for planning it
- \_\_\_\_\_ Take the initiative in creating teamwork and cooperation among officers.
- \_\_\_\_\_ Let the organization thrive or decline on its merits; do not interfere unless requested to do so.
- \_\_\_\_\_ Recommend programs, speakers, activities, etc.
- \_\_\_\_\_ Take an active part in the orderly transition of responsibilities between old and new officers.
- \_\_\_\_\_ Meet with treasurer monthly to reconcile financial statements/records.
- \_\_\_\_\_ Plan organization retreats.
- \_\_\_\_\_ Engage the organization membership in how to make our events more successful (attendance, learning, discussion, cost-savings, etc)
- \_\_\_\_\_ Be consulted regarding any judicial proceedings pertaining to the organization

Other: \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Other: \_\_\_\_\_

The above expectations and responsibilities may be reconsidered at any time based on the needs of all parties. It is recommended that the officers and advisor of the organization maintain a copy for their records. Any disagreements arising from this document or the expectations contained within it that cannot be resolved between the organization and advisor should be directed to the professional staff in Student Development & Campus Activities.

**Signatures:**

I have met with the advisor and discussed the expectations/responsibilities.

\_\_\_\_\_  
 Organization President Signature Date

**Advisor:**

By signing my name, I am agreeing to serve in an advisor capacity for the current academic year for the above stated student organization. I have met with the organization leaders and discussed the expectations/responsibilities and will fulfill these to the best of my ability.

\_\_\_\_\_  
 Advisor Signature Date

\_\_\_\_\_  
 Alumnus Advisor Signature (FOR FRATERNITY & SORORITY LIFE ONLY) Date

***All materials are due at the time of Registration in the Fall and Spring terms. Updates to advisors should include a notification to SDCA and a new form.***