

## Responsibilities of Faculty/Staff Advisors to Student Organizations

1. Have a working knowledge of campus policies relating to student organizations as well as an interest in the student organization for which you are an advisor.
2. For new organizations, assist in the development of the group's mission statement and charter and in other steps needed for the group to gain formal recognition by the SGAEC. For existing organizations meet with new officers at the beginning of each academic year to determine whether the group's mission and charter are still appropriate and to set goals for the year.
3. Keep abreast of topics/areas of interest for the organization.
4. Where relevant, serve as interface between the student organization and any external agencies with which they may be affiliated, assuring compliance with campus policies.
5. Serve as an interface with university officials, making sure that the student organization is aware of, and in compliance with, any changes to system and campus policies, procedures that might affect the organization.
6. Make sure that you, or someone in your college (such as the business manager ) provides oversight of fundraising, fund accounting, and fund disbursement (including reimbursements for travel and/or for group activities on or off campus)
7. Assist in planning of all social and formal functions, whether on or off campus and participate in group functions, providing guidance to assure compliance with university regulations.
8. Encourage initiative and leadership within the specified organization
9. Assist in resolving any disputes that arise (within the organization, with other student organizations or with administration.)

By signing below, I accept responsibility for the role of faculty advisor for the

\_\_\_\_\_ Student Organization

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Note: In some organizations, the above duties may be shared by multiple faculty advisors and only one of these advisors, the advisor of record, needs to complete and submit this form. Questions as to duties and liabilities of faculty advisors should be directed to the Associate Vice Chancellor for Student Affairs. In addition, please review information on the Student Affairs website.