

Roles of an Organization Advisor

All campus recognized organizations are required to have a Faculty or Staff Advisor whose responsibility is to provide guidance and support to the organization.

Advisors are volunteer faculty and staff members who, out of interest and dedication, give their time and talents to extracurricular programs. The selection and term of an Advisor are up to the club membership. The Student Life Office must be informed of these choices.

The time commitments and demands of serving as an Organization Advisor are outweighed by the special relationships that are established with the group's members. To witness the emotional and educational growth of students that you have nurtured and guided can be satisfying and enjoyable.

If you are looking for more general information regarding student organization advisement and student leadership, you may find the following resources helpful:

Dunkel, N.W., Schuh, J.H. (1998). *Advising student groups and organizations*. San Francisco: Jossey-Bass.

Komives, S.R., Lucas, N., McMahon, T.R. (1998). *Exploring leadership: For college students who want to make a difference*. San Francisco: Jossey-Bass.

Your Responsibilities

As an Organization Advisor, you are responsible for maintaining close contact with the officers and members of the organization, as well as providing support and leadership to the group as necessary. Other responsibilities include:

1. To be responsible for the proper supervision of any meeting or activity staged by the group
2. To play an active role in helping students set up a meaningful program that is consistent with the group's constitution and purpose
3. To periodically review financial status of the club, handling of club funds, and maintenance of financial records. Expenditures must have your signature.
4. To communicate news, concerns and questions from the group to the Student Life Office as needed. The Student Life Office staff can be contacted at 740-826-8080.
5. To be familiar with College policies and procedures relating to organizations. Report any violation of College policies or procedures that might harm the group, its members, or the College to the Student Life Office.
6. To attend and supervise the organization's functions and activities or to provide a substitute when unable to attend.
7. To help to preserve organizational records for continuity by maintaining club minutes, constitution, membership list, and activities.
8. If during your term you must resign as a group's Advisor, you are responsible for notifying the organization's president and members, as well as the Student Life Office. Please give as much advance notice as possible.

Muskingum College

Student Organization Advisor Agreement

Academic Year: _____

Organization: _____

Advisor Name: _____

Your Office Address: _____

This current semester marks the beginning of my _____ year of service to this student organization.

Advisor's Responsibilities:

1. To assist the student leaders of the organization with all aspects of the group's operations. This responsibility could include financial accounting, social planning, alumni relations, and interpersonal relationship management within the organization.
2. To serve as liaison between the group's leadership and the Student Life Office, if necessary.
3. To be present at social events, weekly meetings, rush/pledging activities, and other group events as needed.
4. To meet with the officers of the organization at least once a month.

This agreement between the organization and the Advisor is to be renewed annually.

Advisor Signature: _____

Date: _____