Valley City State University
Student Organization Advisor Roles and Responsibilities

General Expectations of the Advisor

1) Have a concern for the on-going function of the organization.
2) Be informed of all meetings and programs sponsored by the organization.
3) Be aware of the goals and directions of the organization and help the members evaluate their process toward the goals.
4) Be informed of college policies and procedures related to student organizations and student life.
5) Be aware of the organizations financial status and encourage accurate and timely financial reports.
6) Encourage the organization to maintain contact with parent chapters and to carry out local and national duties.
7) Assist in the transition between incoming and outgoing officers.
8) Have a basic knowledge of the organizations constitution and encourage members to use the constitution as a foundation for operation.
9) Approve all fundraising efforts.
10) Emphasize the development of leadership skills among all members.
11) Student organization advisors must be a current Valley City State University faculty or staff member.

Organization’s Responsibility to the Advisor

1) Keep the advisor informed of all organizational plans and activities.
2) Notify the advisor well in advance of meeting and events.
3) Be open and honest in all communication with the advisor, and to follow through on commitments with the advisor.
4) Allow the advisor an opportunity to express opinions on matters affecting the organization and the university.
5) Openly discuss the advisor role and establish reasonable expectations which are mutually agreed upon.