

## 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.