

# Student Organization Advisor Contract

The members of \_\_\_\_\_, by the selection process outlined in our constitution hereby announce that \_\_\_\_\_ will be our organization advisor for the academic year.

Student Organization Name  
Advisor Name

## BSU has the following basic expectations of all organization advisors:

- Meet with the executive board as often as necessary
- Explain institutional policy/procedure
- Offer financial management advice
- Provide continuity for the organization from year to year
- Act as a resource to the group
- Attend programs that may potentially have liability/risk for the institution
- Intervene when knowledge of illegal activity/activities contrary to BSU policy occur

The following expectations are to be negotiated between the advisor and the student organization. Please check off all expectations the advisor is willing to commit to, make one copy for both the advisor and the executive board, and return a copy to the HMU.

- \_\_\_\_\_ attend all meetings
- \_\_\_\_\_ attend all executive meetings
- \_\_\_\_\_ meet with the President/Chairperson before/after meetings
- \_\_\_\_\_ attend a specified number of club/organization events
- \_\_\_\_\_ help to prepare the agenda for meetings
- \_\_\_\_\_ speak up during meetings with relevant information
- \_\_\_\_\_ challenge group members/officers to think creatively
- \_\_\_\_\_ take an active part in formulating the goals of the group
- \_\_\_\_\_ take an active part in facilitating the development of group goals
- \_\_\_\_\_ promote group activities to other faculty/staff
- \_\_\_\_\_ other (list)
- \_\_\_\_\_ other (list)

The above expectations and responsibilities may be reconsidered at anytime based on the needs of all parties.

## Signatures

I have met with the student organization and discussed the expectations/responsibilities and will fulfill these to the best of my ability.

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

\_\_\_\_\_  
Organization Leader / Date

\_\_\_\_\_  
Associate Director, HMU / Date