

Indiana Tech

2014-2015 Student Organization Advisor Agreement

In requiring registered student organizations to have Advisors, the University assumes that Advisors will take an active role in the organization. The nature and style of that role is left to the determination of the organization and its Advisor. The student organization Advisor is primarily responsible for providing advising and guidance for the organization and to act as a resource person.

The responsibilities of the Advisor include, but are not limited to, the following functions:

1. Attend executive board and organization meetings on a regular basis. It is vital advisors are aware of current functioning and dynamics of the organization in order to provide accurate guidance.
2. Be present at organizational events (outside of regular meetings) for events which run past 8pm, Mon-Fri, or take place at any time on the weekends. Neither Security nor organizational staff are responsible for supervising organizational events. This is the sole responsibility for organization leaders and the advisors.
3. Accompany organization when attending off-campus events outside of the state of Indiana, making concerted effort to attend activities where the organization is representing the University.
4. Serve as a resource person for planning events and programs, resolving issues confronting the group and orienting new members and officers. Assist members to manage risk associated with organizational activities.
5. Provide due diligence of supervising any travel plans the organization may host for members, and ensure that proper documentation is completed prior to the travel. Communicate those documents to campus agents as appropriate or needed.
6. Be aware and monitor financial account of the organization. *The Advisor will sign off on all deposits and be responsible for purchases for the organization.*
7. Serve as a liaison between the University and the organization in regards to policies and financial matters.
8. Be familiar with the Student Handbook and Code of Conduct and Crisis Emergency Management Plan, so you can respond to emergencies which may arise.
9. Help facilitate yearly transitions between organizational leadership.
10. Help resolve conflict within the group as needed.
11. Providing a signature for all contracts as well as any other documents requiring an advisor signature.

Name of Student Organization: _____

Advisor: _____

Name

Signature

Email Address

Campus Phone

By signing this agreement, the Indiana Tech faculty/staff member certifies that s/he will fulfill the duties of a recognized and registered student organization Advisor to the best of his/her ability.