Student Involvement and Leadership
Advisor Agreement Form

Organization Name: ____________________________

Advisors for student organizations play an important role at Saint Mary’s College of California. Not only do they make a positive contribution to the development of an organization by offering constructive advice and mentorship, they also serve as an official on behalf of the College.

All advisors should act in accordance with the policies of the College, especially those found in the Student Handbook, the Student Organization Handbook, and, of course, all federal, state and local laws and ordinances.

Purpose of Advisors
- The advisor serves in a voluntary capacity to the student organization and provides guidance, direction, advice, and continuity to both the members and officers of the organization
- Every organization must have and advisor who is a full-time member faculty or staff of the College
- The advisor should be informed of what the organization is doing and invited to attend meetings and organization activities
- Goals and ideas for the group should be discussed with the advisor
- An advisor also reviews events and ensures that the organization is following all policies, procedures and laws.

Advisor Responsibilities
It is important that advisors understand the responsibilities involved before making a commitment to the Student Organization that they plan on advising. Those responsibilities include:
- Maintain an awareness of the activities and programs sponsored by the student organization
- Meet with leaders and officers to discuss upcoming meetings and programs, long range plans, goals, and problem solving
- Attend general and executive board meetings as often as possible
- Assist the organization’s Treasurer in monitoring and adhering to the budget
- Assist with officer transition and new officer training
- Maintain contact with Student Involvement and Leadership
- Explain and clarify College policies and procedures that apply to the organization
- Talk with the organization regarding appropriate behavior on the part of the members and possible consequences of unacceptable behavior
- Maintain the ability to deal with the same issues each year and remain fresh

Organization’s Responsibilities to the Advisor
- Officers and leadership must notify the advisor of all meetings and events
- Consult him/her in the planning of projects and events
- Consult him/her before any changes in the structure of the group, or in the policies of the organization are made, and before major projects are undertaken
- Allow the advisor speaking privileges although he/she is not allowed a vote
- Be aware that the success or failure of the organization and its events rest on the members of the organization itself, not the advisor
- Discuss concerns and issues with the advisor
- Acknowledge the advisor’s time and energy are donated, and express appreciation
- Be clear and open about expectations of advisor and periodically evaluate the advisor

I, ____________________________ hereby agree to assume the role of advisor for

Name of Advisor

______________________________ in accordance with the guidelines listed above.

Name of Organization

______________________________

Signature

Date

Extension

Email