Student Involvement and Leadership

Advisor Agreement Form

Organization Name: ________________________________________________

Student involvement in campus organizations provides an opportunity for students to develop leadership and organizational development skills. This involvement also complements their educational objectives with important out-of-class activities by exercising basic freedoms and learning about human behavior. In support of these objectives, it is important that persons with experience in organizations be available to assist students in their organizational endeavors. While the range of activities of student organizations is diverse, the assistance advisors can give organizations by being responsive to students’ questions on procedural matters, College policies, financial matters, and so on, can help advance the basic reasons for recognizing student organizations at Saint Mary’s College of California.

At SMC, all student organizations must have a full time faculty or staff advisor. In special cases, the Assistant Dean of Student Life will direct certain organizations to use an appropriate advisor. These persons may be chosen because of their capabilities in a specific area.

Responsibilities of Advisors to Recognized Student Organizations:

1. The advisor to a student organization must be familiar with College policies and regulations and the particular organization which he/she advises. Maintain regular contact with officers and members.
2. SMC recognizes that the definition of the role of advisor to a student organization is that of consultant or resource person. Therefore, with the assumption and completion of the duties and obligations outlined herein, he/she should be assisting the organization’s members be accountable for their conduct.
3. Assist with the formulation and/or revision of the organization’s constitution and bylaws.
4. Encourage and assist the organization to plan active and significant programs. Work with the officers to promote efficient and effective administration of the organization.
5. Assist the treasurer in maintaining accurate accounting procedures and in formulating an annual budget.
6. Because academic success is important to the College’s mission, the advisor may wish to work closely with the students concerning their academic progress.
7. If it is necessary for an advisor to resign his or her position as advisor, he or she shall notify the organization and Student Involvement and Leadership.

The advisor is to sign and date this form in the spaces provided below and submit it to Student Involvement and Leadership for approval.

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  E-mail