



Student Organization Advisor Agreement

Purpose of Advisors

Running a student organization is a valuable student leadership experience. The advisor serves in a voluntary capacity to the student organization to provide guidance, direction, advice, and continuity to both the members and officers of the organization. All student organizations must have an advisor who is a full-time staff and faculty, or adjunct. Advisors are limited to officially advising one club / organization and one Greek organization. It is important that advisors understand the expectations and responsibilities involved before making a commitment to the student organization they plan to advise. The organization's leadership, Student Government Association (SGA) and/or Campus Activities, Service and Leadership (CASL) may remove advisors who are unable to fulfill these responsibilities.

Advisor's Responsibilities to the Organization

1. Understand the organization's mission, constitution, and governing guidelines. Assist members with adherence to University, SGA, Greek Senate (if applicable) and CASL policies and procedures to ensure organization is in compliance.
2. Attend Advisor trainings/information sessions provided by the Office of Campus Activities, Service & Leadership. Be familiar with Advisor Resources <https://www.wpunj.edu/campus-activities/resources-for-advisors.html>. Maintain contact with the Office of Campus Activities, Service & Leadership.
3. Meet with organization leaders to discuss upcoming meetings, programs, long-range plans, goals, problem solving, etc., and assist as needed.
4. Assist the organization with planning and implementing events and activities. Maintain an awareness of the activities and programs sponsored by the student organization.
5. Attend general and executive board meetings, and other organization sponsored activities and events as much as possible.
6. Approve the organization's event and financial forms in Pioneer Life in a timely manner. Information about using Pioneer Life is at <http://www.wpunj.edu/campus-activities/pioneer-life-resources.dot>.
7. Assist with the organization's officer transitions and new officer training.
8. Develop an advising style, which allows you to be active and supportive while balancing other responsibilities.
9. Schedule time to be available to members and officers. Encourage open and regular communication between yourself, the members and the officers in a capacity in which all are comfortable.
10. Encourage the organization to meet regularly (i.e. weekly, biweekly, monthly, etc.) and to publicize their meetings and events to encourage membership growth.
11. Address conflict and adversity tactfully and quickly. If assistance or advice is needed contact the Office of Campus Activities, Service & Leadership.
12. Counsel the organization in ways to self-evaluate to further develop and grow the organization.

13. Address conflict and adversity tactfully and quickly. If you need assistance or advice, contact the Office of Campus Activities, Service & Leadership.
14. Talk with the organization regarding appropriate behavior on the part of the members and possible consequences of unacceptable behavior.

Organization’s Responsibilities to the Advisor

1. Notify the advisor of all meetings and events in a timely manner so that they may attend.
2. Consult with the advisor in the planning of events and initiatives so they can make the appropriate approvals in Pioneer Life, etc.
3. Consult with the advisor before making any changes in the structure or constitution of the organization, and before major projects are undertaken.
4. Provide the advisor with a time to speak with the organization at meetings (advisors cannot vote).
5. Discuss goals and ideas, as well as issues and concerns, with the advisor.
6. Consult the advisor on member recruitment and retention strategies to grow the organization.
7. Acknowledge that the advisor’s commitment to the organization is voluntary, and express appreciation.
8. Be clear and open about expectations of advisor, and periodically assess the effectiveness of the advisor.
9. Be aware that the success or failure of the organization and its events rest on the members of the organization itself, not the advisor.

Advisor

I agree to be the advisor of (organization): _____

I agree to the advisor expectations and responsibilities as outlined above.

Name: _____ Title: _____

Campus Office: _____ Ext: _____

Email: _____

Signature: _____ Date: _____

Organization President

I agree to the expectations and responsibilities as President of my organization and agree to work with my advisor as outlined above.

Student Organization President (print): _____

Signature: _____ Date: _____

WP Email: _____