

UW-STOUT STUDENT ORGANIZATION ADVISOR

General Responsibilities

The student organization advisor serves in voluntary or assigned capacity to the recognized student organization and provides guidance, direction, advice, and continuity to the members of the organization.

Specific Responsibilities

1. Maintain an awareness of the activities and programs sponsored by the student organization.
2. Meet with the officers of the student organization on a regular basis to discuss upcoming meetings, long-range plans, goals and problems of the organization.
3. Attend general meetings and executive board meetings as often as schedule allows.
4. Provide direction in the area of parliamentary procedure.
5. Assist the organization treasurer in monitoring expenditures and fundraising activities to maintain an accurate and up-to-date account ledger.
6. Assist in new officer training or refer to Involvement & Leadership staff members.
7. Maintain contact with the Involvement & Leadership staff to assist promotion of leadership development programs and the compilation of student organization data.
8. Explain and clarify policies and procedures that apply to the organization (ie. Organization Code of Conduct, SSA Spending Guidelines).
9. Inform organization members of those factors which constitute unacceptable behavior on the part of organization members, and the possible consequences of said behavior. Consult with Involvement & Leadership staff regarding behavioral and other concerns about the organization.

Name of Organization

Date

Advisor Signature

Advisor Name (printed)

email

office address

phone #