

# Club & Greek Advisors



All organizations are required to have an official advisor who is a full-time member of the university (either a faculty or staff member). Adjunct professors may be advisors at the discretion of the Coordinator of Student Engagement. The advisor serves as a counselor and guide to help facilitate growth within the organization. The advisor assists the students individually and as a group in achieving their organizational goals. The advisor also ensures that the group functions within all university guidelines and procedures. **Agreeing to serve as an advisor to an organization involves accepting the responsibility for the organization and the University. These responsibilities should be clear before taking on this role.**

## Finding an Advisor

It is the organization's responsibility to find an advisor. Prior to approaching someone about the advisor position, an organization should look closely at the university expectations of an advisor and develop their own expectations. This may help guide the organization to the perfect person for their group.

## Responsibilities of an Advisor



The Office of Student Engagement and Leadership recognizes the necessity for an advisor. The essence of being a good and responsible advisor is having a sincere interest in advancing the development of each member and understanding the purpose of student involvement. Being an advisor is a huge, worthwhile investment, and these responsibilities should be clear before taking on this rewarding role.

**Responsibility to the University** (these include, but are not limited to the following):

1. To be certain of the content and manner of all scheduled programs, to ensure that they are presented in good taste and that they are within university policies and procedures.
2. To communicate relevant university policies, regulations and procedures to the organization.
3. To meet with the Coordinator of Student Engagement, as needed, to review and discuss any problems, ideas and/or suggestions.

**Responsibility to the Group** (these include, but are not limited to the following):

1. To assist the organization in monitoring the organization's account and fundraising activities.
2. The advisor should be knowledgeable and well informed about all plans and activities within the group. This may be achieved through regular attendance at meetings and/or frequent consultation with student officers.
3. To maintain contact with relevant university officers and to help in communication with the national organization office if an affiliation exists.
4. The advisor should aid in the planning and evaluation of programs.

The Advisor's Corner – Some organizations reserve a few minutes at the close of their meetings for the advisor to speak. The range of topics, which would be relevant to such occasions, is quite broad (praise, remarks of evaluation and/or inspirational comments just to name a few).

# STUDENT ORGANIZATION ADVISOR AGREEMENT

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Student organizations at Upper Iowa University are required to have an authorized full-time university representative (either a faculty or staff member) as an advisor to be recognized by the university. The advisor serves as a counselor and guide to help facilitate growth within the organization. The advisor assists the students in achieving their organizational goals and ensures that the group functions within all guidelines and procedures.

I, \_\_\_\_\_ have agreed to serve as advisor of the \_\_\_\_\_ organization and agree to accept certain responsibilities on behalf of the student organization and Upper Iowa University. These responsibilities include, but are not limited to the following:

**Responsibility to the University** (these include, but are not limited to the following):

- To be certain that they or an authorized university representative (full-time faculty or staff member) is present at scheduled events. This also includes any activity involving travel.
- To be certain of the content and manner of all scheduled programs, to ensure that they are presented in good taste and that they are within university policies and procedures.
- To communicate relevant university policies, regulations and procedures to the organization.
- To meet with the Coordinator of Student Engagement, as needed, to review and discuss any problems, ideas and/or suggestions.

**Responsibility to the Group** (these include, but are not limited to the following):

- To assist the organization in monitoring the organization's account and fundraising activities. The advisor should be knowledgeable and well informed about all plans and activities within the group. This may be achieved through regular attendance at meetings and/or frequent consultation with student officers.
- To maintain contact with relevant university officers and to help in communication with the national organization office if an affiliation exists.
- The advisor should assist in the orientation of new officers.
- The advisor should provide assistance in the planning and evaluation of programs.

*By signing this agreement form, you understand and accept the responsibilities outlined above as a student organization advisor.*

\_\_\_\_\_  
Advisor Name (Please Print)

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator of Student Engagement

\_\_\_\_\_  
Date