

WPU STUDENT ORGANIZATION ADVISOR CONTRACT

Purpose of Advisors

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. Every organization must have an advisor who is a full-time Staff or Faculty member at WPU (no adjuncts may serve as the primary advisor of an organization). It is important that advisors understand the responsibilities involved before making a commitment to the Student Organization that they plan on advising.

Advisor's Responsibilities to the Organization

- Be familiar with the organization's constitution and purpose.
- Attend trainings/information sessions provided by the Office of Campus Activities, Service & Leadership.
- Maintain an awareness of the activities and programs sponsored by the student organization.
- Meet with leaders and officers to discuss upcoming meetings & 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 financial guidelines of SGA.
- Assist with officer transition and new officer training.
- Maintain contact with the Office of Campus Activities, Service & Leadership.
- 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

- Officers and leadership must notify the advisor of all meetings and events.
- Consult the advisor in the planning of events & initiatives both on and off campus.
- Consult the advisor 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 they are not permitted to 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 along with goals and ideas with the advisor.
- Acknowledge that the advisor's time and energy are donated, and express appreciation.
- Be clear and open about expectations of advisor and periodically evaluate the advisor.

Advisor Agreement

I agree to be the advisor of (org)_____.

I recognize the duties of an advisor and agree to fulfill the above responsibilities.

Name:_____ Title:_____

Campus Office:_____ Ext:_____

Signature:_____ Date:_____

Student Organization President Signature:_____

Office of Campus Activities, Service & Leadership
University Commons 302, 300 Pompton Road, Wayne, NJ 07470
Phone: 973-720-2518 | Fax: 973-720-2429 | campusactivities@wpunj.edu