

STUDENT ORGANIZATIONS ADVISOR EXPECTATIONS

Student organization advisors are integral to the success of any student organization and its leaders. The Center for Student Organizations is grateful to the numerous Auburn University faculty, administrators, and staff who take on this role annually. Below are the some guidelines regarding the role of a student organization advisor.

The Role of an Advisor

- Provide guidance and overall assistance to the student organization. The advisor shall serve a consistent source of information to the organization from year to year.
- Maintain contact and communicate with the organization.
- Encourage and advise the organization in carrying on an active and significant programs and work with the officers to promote the effective administration of the organization.
- Help members apply principles and skills learned in and out of the classroom.
- Provide insight into the groups problems and successes.
- Assist the organization in compliance with all University and Center for Student Organizations policies and procedures. This includes such policies as risk management, financial, trademark and licensing, OIT, and annual Center for Student Organizations requirements.
- Be listed as a signatory on the student organization's checking account and ensure the organization is adhering to sound financial policies.
- Advisors must participate in Advisor's Training the first year they are serving as an advisor. Advisors should attend trainings at least once every 4 years or as necessary determined by the Office of Student Involvement and the individual advisor.

Duties that are negotiable with the student leaders of the organization, but are certainly not limited to the following:

- Attend officer and organization meetings
- Meeting individually with the organization president.
- Take an active role in formulating the organization's goals.
- Help student leaders prepare an annual budget.
- Proofread any correspondence before it is sent out.
- Assist in planning events.

Advisors of student organizations should not:

- Purchase alcohol for the student organization or its members

- Pledge his or her backing for the debts of the registered student organization
- Run the organization, by reserving the right to approve or control its decision and activity
- Serve as the student organization's treasurer, bookkeeper, accountant, or auditor

Member expectations of organization advisors include:

- Support and motivation
- Respect
- Attendance at meetings and events
- Enthusiasm
- Communication
- Have fun

Advisor expectations of organization members include:

- Attendance at meetings and events
- Follow through on commitments
- Respect
- Have fun

Clery Act Information

According to Federal law, specifically the Clery Act, Auburn University is required to annually disclose statistics concerning the occurrence of certain crimes reported to the local police agency or any official of the institution who has "significant responsibility for student and campus activities" (also known as "Campus Security Authorities"). **An advisor to a student organization is identified by Federal law as a Campus Security Authority.** Advisors will receive further guidance from the Auburn University Department of Public Safety and Security regarding their roles and annual training.

Advisor Change:

If your organization has had an advisor change, please have your advisor complete the Advisor Verification Form here:

<https://auburn.collegiatelink.net/form/start/23892>