## **Advisor Expectations Agreement**

Each advisor perceives his/her relation to a student organization differently. Some advisors play very active roles by attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the organization. Advisors should be both accessible and interested in the functions of the student organizations.

**Directions:** The advisor and organization leader(s) should meet to complete this agreement together and discuss expectations of the advisor. For items that are determined not to be the responsibility of the advisor, it may be helpful to assign that task to a specific officer.

Name of Student Organization:	
Date of Completion:	
Advisor Name	Signature
Officer Name	Signature
Officer Name	Signature
Office Allered	
Officer Name	Signature
Officer Name	Signature

By signing this agreement, the advisor and officers of the student organization agree to have a positive working relationship and meet stated expectations agreed upon above. In addition, the advisor and officers agree that they will communicate to one another if expectations are not being met or need to be revised throughout the academic year.

Suggested Advisor Expectations	Essential	Optional	Not Needed
Attend all general meetings of the organization			
Attend all executive board meetings			
Assist with meeting preparation			
Meet 1:1 with organization officers			
Take an active part in organization meetings			
Take an active part in organization goal setting			
Take an active part in organization fundraising			
Take an active part in organization event planning			
Attend all organization on-campus events			
Attend all organization off-campus events			
Attend all organization fundraisers			
Monitor the organizations finance records			
Assist with organization officer training/orientation			
Mediate group conflicts			