Student Organization/Advisor Agreement

ORGANIZATION NAME: ________________________________________________________________

ORGANIZATION LEADER NAME(S): ______________________________________________________

ADVISOR NAME(S): __________________________________________________________________

The members of this organization, by the selection process outlined in our constitution hereby select the above named as our advisor for the 2018-2019 academic year.

UW-Superior encourages student organization advisors to play an active role in the organization and the personal and professional development of its members. However, for different organizations the level of involvement may differ based on their specific needs. At the minimum, a student organization should expect the following from their advisor:

- Meet with and/or consult the executive board on a regular basis
- Provide guidance to individual members, helping them to understand their leadership roles
- Assist in setting realistic goals related to the organization’s mission and budget
- Provide continuity for the organization from year to year
- Become familiar with all University and SUF policies and procedures, to include purchasing and travel, and obtain training as needed; serve as a resource for students
- Intervene when organization violates the law and/or UW-Superior policies
- Manage the student organization’s budget through WISDM, if receive SUF funds**
- Attend workshops and training through Student Involvement, as necessary

**For organizations receiving SUF funds, the advisor (Cost Center Manager) is responsible for signing off on expenditures from the account, making sure to keep the account within the SUFAC allocation and guidelines and fiscally solvent.

The following is intended to clarify the role of advisor by providing both the organization leaders and the advisor the opportunity to decide the extent to which the advisor will be involved with the organization.

Directions

During a meeting between the organization leaders and advisor, discuss the following items and mutually determine the level of involvement expected of the advisor. This will ensure a strong relationship between the advisor and the organization. Remember each organization will have different needs.

Leaders should be clear about what they need and expect from the student organization advisor. Advisors should also be clear about their limits and availability, keeping a healthy balance between professional commitments, personal life, and the responsibilities of the advisory role. If the advisor is unable to commit to the level of involvement needed by the organization, he/she should help the student organization find another advisor who can devote more attention to them.

Attendance

☐ Attend all regular meetings of the organization
☐ Attend executive board meetings
☐ Attend organization’s campus-wide activities and events
☐ Attend organization’s internal activities and events
Meeting Involvement

- Assist in the preparation of meeting agendas
- Call emergency meetings of executive board, if deemed necessary
- Review minutes for accuracy before distribution
- Be quiet at meetings, unless asked for input
- Interrupt meetings to inform members about possible violations of University policy
- Interrupt meetings to inform members about violations in constitution or by-laws
- Act as one of the group, except for voting/holding office
- Speak up during discussions when she/he has relevant information to share
- Speak up during discussion when he/she believes the group is making a poor decision
- Initiate ideas for discussion when he/she believes they will assist the group
- Present personal point of view during discussions at meetings
- Recommend ideas for speakers, programs, events, etc…

Goal Setting

- Take an active part in formulating goals of the group
- Keep group aware of stated goals and organization mission when making decisions and planning events
- Assist executive board members in setting individual leadership goals
- Provide feedback to executive board members on progress towards goals
- Require committees to follow up with advisor on progress towards goals

Organizational Development

- Coordinate leadership development workshops on topics created by officers
- Share leadership development and involvement opportunities available on campus
- Review constitution and by-laws with membership once a year
- Explain University policies and procedures to organization membership
- Assist in planning events, programs, and travel
- Cancel events and/or trips when he/she believes they are poorly planned
- Assist in conducting an evaluation/assessment of events, programs, and trips
- Take the initiative to instill teamwork, cooperation, and collaboration within the organization
- Use influence with organization leaders between meetings to get things accomplished

Representation

- Speak on behalf of the organization to the campus community
- Speak on behalf of the organization to the general public
- Mediate conflicts between organization members
- Let the organization work out problems and resolve conflict
- Represent the group in any conflicts with members of the University staff
- Advertise organization events in class/meetings, if relevant

Elections & Transitions

- Attend all elections, interviews, etc.
- Provide executive board with feedback on each candidate
- Take an active role in the transition of outgoing and incoming officers
Budget & Records

☐ Review all budget requests, approving those that follow the mission of the organization and do not violate University policy
☐ Keep accurate accounting records of the organization
☐ If treasurer keeps records, request a financial summary at end of each semester
☐ Accept responsibility for any missing or unaccounted funds
☐ Review/proof all official correspondence (newsletters, proposals, letters, etc…) before mailing
☐ Receive copies of all official correspondence
☐ Keep official organizational files in his/her office

Additional Roles

*feel free to add any additional expectations on the back page.

The above expectations and responsibilities may be reconsidered at any time based on the needs of all parties. It is recommended that the leaders and advisor of the organization maintain a copy for their records. Any disagreements arising from this document or the expectations contained within it that cannot be resolved between the organization and advisor should be directed to Student Involvement.

Signatures:
I have met with the advisor and discussed the expectations/responsibilities.

_________________________  ____________________
Organization Leader  Date

Advisor:

By signing my name, I am agreeing to serve in an advisor capacity for the 2018-2019 academic year for the above stated student organization. I have met with the organization leaders and discussed the expectations/responsibilities and will fulfill these to the best of my ability.

I am also aware that:

- Wisconsin is a self-insured state with respect to actions brought against its employees. This means that legal counsel and damages are provided for employees against whom actions are brought when liability has been incurred within the “scope of their employment.”
- At UW-Superior the advising of student organizations is regarded as an integral part of education and is supported within the scope of employment.

_________________________  ____________________
Advisor Signature  Date

ALL recognition materials must be submitted to the Yellowjacket Union Information Desk
NO LATER THAN Friday, September 28 at 4:30 pm

If you have any questions, please contact Student Involvement at 715-394-8444 or involvement@uwsuper.edu.