



Cornell College
ONE COURSE AT A TIME

Student Organization Advisor Agreement

Each Student Senate recognized organization is required to have an advisor. Advisors must be full-time to part-time college employees.

Responsibilities of an Advisor:

- Attend regularly scheduled meetings, as agreed upon with the students.
- Meet with officers to discuss organizational goals, assist with the development of programs, discuss the financial status of the organization, etc.
- Support the organization.
- Be knowledgeable of College policies.
- Be familiar with the group's history and traditions. The advisor should also be familiar with the constitution and bylaws and should be prepared to assist with the interpretation of those.
- Recognize the general financial condition of the organization and encourage the maintenance of sound financial records.
- Review the group's functions and encourage all members of the group to fully participate, assume responsibility for group activities, and to maintain a balance between academic responsibilities and co-curricular involvement
- Help the students understand the impact and implication of activities in which the group wishes to engage.
- Assist in resolving conflicts between group members and/or officers.
- Sign all documents that require an advisor's approval.
- Assist the organization with a smooth officer transition.
- Maintain open communication with the Associate Vice President of Student Affairs

Advisor Printed Name: _____

Advisor Signature: _____

Date: _____