

Student Organization Advisor Commitment Form

Responsibilities of the Advisor

An advisor is a full time faculty or staff member of AUI that agrees to be an educational resource and consultant for an organization/club and its members. The advisor should be a caring individual with a genuine interest for students, the organization, and their programs and activities. The advisor's role will be simply to guide and advise the club members concerning the club's constitution, organization of events and activities. He/she **is not expected to do the work for them.**

- Student organizations must recruit either a staff or a faculty member as an advisor. No organization will be allowed to operate without one.
- The advisor will need to be kept informed of all details of an event including the event program (list of speakers if any, the date, time, and venue, etc.).
- The advisor needs to approve all activities of the club by signing the appropriate event forms.
- It is recommended that organizations with an academic (subject-matter) component (e.g., finance, marketing, diplomacy, politics, etc) they have an advisor from the relevant school.
- A club's advisor is responsible for informing his/her school of any academically related activities.
- Advisors should attend the regularly-scheduled meetings of their respective organizations.
- Advisors should be available to meet with the members when they request assistance.
- Advisors should meet the club's Executive Board members to:
 - ✓ Help establish the club's goals and objectives.
 - ✓ Assist with the development of an action plan for the semester.
 - ✓ Familiarize themselves with the organizations' constitution in order to assist with problem-solving more effectively.
 - ✓ Assist in resolving internal organizational issues such as communication and delegation of responsibilities.
 - ✓ Encourage Executive Board members to assume responsibilities and play a leading role within the organization.
- The organization has the right to replace its advisor by submitting the needed document stating the reasons behind the change to the SAO. Similarly, the club's advisor may resign his position by informing the Executive Board.
- The advisor is evaluated by the EB at the end of every semester.
- An advisor should not accept an invitation to serve as advisor or continue to serve if he/she is unprepared to fulfil the aforementioned responsibilities.

Club / Organization: _____

Advisor Name: _____

“I am willing to serve as Student Organization’s Advisor for the aforementioned organization and I will notify the Office of Student Activities if I decide to terminate such affiliation.”

Signature: _____ Date: _____

Advisor’s Phone Extension: _____ Cell phone: _____

(SAO/F2)