



Title: Role of Advisors to Student Organizations Policy No.: ADM 1.10 Date: 5/19/2008; 8/1/13, 11/17/14, 8/1/2017, 8/1/18


Areas Affected: All BSMCON Faculty Page 1 of 2

POLICY STATEMENT:

Faculty/staff members are selected to serve as advisors to student organizations and to serve as liaisons between the Faculty Organization, the College administration and the student groups. The advisors provide guidance and help officers interpret their roles and responsibilities. In addition to attending meetings, the advisors:

1. Provide oversight to the student organization by meeting with the elected officers regularly to discuss responsibilities of the organization, how meetings are conducted, the appointment of committees, timelines and navigation of college administrative processes for establishing and maintaining a student organization.
2. Assist the organization in formulating its goals and strategies that provide for member ownership, feedback and involvement. Assist in program development and planning, and provide direction in developing, reviewing and revising bylaws on an annual basis. Ensure that current by-laws are accessible and available as needed.
3. Instruct the President and other members on the protocols for arranging time and space for meetings and activities through appropriate office staff to avoid scheduling conflicts.
4. Review with officers and committee chairpersons the format for minutes, agendas and reports and distribution of these documents. Encourage continuity of the group through record keeping and transition activities for new officers. Minutes should be taken and shared for all formal meetings.
5. Review agendas, as well as minutes, prior to meetings. Verify that minutes are properly submitted to the Advisor, President of the student organization and other College personnel as appropriate. Review Secretary's minutes at the end of each meeting. The organization Secretary then proofreads the minutes and submits them electronically in the appropriate repository. Advisors and secretaries are responsible to maintain updated minutes throughout the year and provide an annual executive summary in April of each academic year to the Dean of Student Services and Dean of Finance
6. Ensure that the President of the student group has approval of the Advisor/s prior to implementing any revenue generating projects and other selected activities and uses the appropriate forms to request funding. Projects should be discussed by the Advisor with the Dean of Student Services and/or Dean of Nursing before giving approval.
7. Assist with elections as appropriate.
8. Serve as a resource for students in understanding campus policies and procedures as needed.

Reference Policy # _____

Approved by:

 Signature

Dean Student Services
 Provost/VP
 Title

8.1.18
 8.1.18
 Date

Approval History:

Committees and Dates:
 Student Services – 5/08; 11/9/12, 11/14, 11/15/16, 7/18
 Policy Committee – 11/19/12, 11/14, 11/21/16, 7/24/18

Key words: _____

9. Ensure that the list of officers, representatives to standing committees and representatives is distributed electronically to the Dean of Student Services and the marketing coordinator, following elections.
10. Be familiar with national organization structure, services and requirements if relevant.
11. Communicate to the Dean of Student Services any concerns or issues related to the student group.
12. Provide ongoing budget oversight and fiscal direction to the organization and support appropriate management of the organization's budget, including regular review and reconciliation with the organization's treasurer, to include a review of the treasurer's books with the outgoing and incoming treasurer at the end of the treasurers' term of office
13. Provide guidance throughout the year to assist the students in learning about leadership, development, and responsibility in an environment conducive to maximizing the students' potential.