

Appendix C

Student Organization Advisor Form

All registered student organizations at Northeast Texas Community College are required to have an advisor who is a full-time member of the campus faculty or staff. Advisors play an important role in the function of student organizations.

An Advisor's responsibilities include, but are not limited to:

1. Assisting the organization in developing goals and objectives consistent with their mission and the mission of Northeast Texas Community College. Be informed of the purpose and programs of the organization. Review a copy of the organization's constitution.
2. Be informed of college policies and procedures, governing student organizations, the student body, the campus, and the College as a whole.
3. Maintaining regular contact with the officers and general members of the organization, which may involve attending meetings and activities conducted by the organization.
4. Serving as a resource to the organization and its members as needed. Be available to the officers and members of the organization regularly for consultation.
5. Providing continuity during periods of student leadership transition.
6. Challenging/motivating officers and members to develop programs that will strengthen the organization and help it fulfill its goals.
7. Serving as a role model to the organization's leaders and members, emulating those characteristics and behaviors they need to develop.
8. Remaining knowledgeable about the organization's activities.
9. Maintaining regular contact with the Office of Student Development and Inclusion.
10. Serving as a chaperone for some organizational events is a prerequisite to the event being approved.
11. Discuss and clarify your role as the advisor with group members to avoid problems due to misunderstandings regarding roles and responsibilities. Promote involvement and discussion amongst group members.
12. Encourage the organization's members to assume responsibility for its program and its effectiveness.
13. Must attend all meetings, practices, events, conferences, trips, and outings of the student organization and help provide continuity for the organization. Supervise and attend organization events sponsored both on and off campus. A room or building will not be unlocked for students to gain access without the visibility of the advisor. The advisor is responsible for overseeing the event overall.
14. Must approve all expenditures for the student organization.
15. Must sign off on all room requests and room setup requests sent to the facilities office.
16. Must be the only contact for all press releases and publicity materials sent off campus.

The Office of Student Development will provide resources to Faculty/Staff Advisors, including student organization information, and will work with Faculty/Staff Advisors as needed to assist the organization.

Your signature on this form indicates that you have agreed to serve as an advisor for: _____ responsibilities entailed.

Full Name: _____ Email Address: _____

Signature: _____ Date: _____