

**2019-2020 Advisor Agreement Form**

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I certify that \_\_\_\_\_ is the advisor to \_\_\_\_\_.  
(Print Advisor Name) (Print Student Organization Name)

The advisor should play a critical role in the success of our clubs and organizations. An advisor is more than just a signatory power, but an integral part of the organization itself. At Xavier, an advisor is a partner and a mentor in the co-curricular learning process; serving as a guide and mentor to the student members. The advisor provides a consistency from year-to-year for an organization as a source of institutional knowledge, provider of reasonable and sound advisement, and as a responsible agent of the University for the organization activities.

An advisor to a Xavier University student organization must be an employee of Xavier University with rank as a faculty or staff member. Organizations may choose to have co-advisors. In those instances, an Advisor Agreement Form is required for each of the advisors.

As the advisor for this organization, it is understood that your role includes the following responsibilities:

**(Advisors: Please initial next to each responsibility in the list below to indicate understanding of the responsibility you are taking on as an advisor)**

\_\_\_\_\_ Maintain direct relationships with the organization, its members and elected leadership throughout the year.

\_\_\_\_\_ Have an ongoing awareness of the organization's meetings and activities. The advisor does not need to attend all activities but should plan to attend at least one meeting per month.

\_\_\_\_\_ Serve as the budget administrator for the student organization's funds. This role is critical to the financial health, success, transparency and ethical behavior of the organization. *It should not be delegated to another employee in a non-advisory role.*

\_\_\_\_\_ Serve as the primary signature authority for the organization. Any agreements or contracts requiring a signature or binding agreement should be conducted by the advisor in consultation with the Office of Student Involvement and Purchasing Office. Students are prohibited from serving in a signatory role on behalf of the university or organization as they cannot initiate agreements on behalf of the University and its funds.

\_\_\_\_\_ Hold advising meetings with the student organization's elected leadership on a regular basis. It is strongly recommended that this happen at least once per month.

\_\_\_\_\_ Support student organizations in developing and achieving their mission, recognizing that autonomy in many decisions is developmental to students but that in risk-producing or controversial situations, an advisor should play a more active role.

\_\_\_\_\_ Assist the student organization with managing and reducing risk through careful planning and execution of the events and programs that the group produces.

\_\_\_\_\_ Identify areas of planning events and programs that create risk or open the university to liability or credible harm. In these instances, the advisor is responsible for assisting the organization along with university offices (such as Student Involvement, Risk Management, Marketing & Communications and Xavier Police) in mitigating or reducing risk.

\_\_\_\_\_ Understand that while an advisor is not directly responsible for attending all off-campus trips and activities, students traveling on behalf of their organization may be required to have a chaperone. As the advisor, your role is to either serve as the chaperone or to assist the organization with finding a chaperone that is also a university employee.

\_\_\_\_\_ Provide assistance to the organization as they develop an annual budget and work to appropriately allocate funding to support their events and activities, in alignment with university financial policies and procedures.

\_\_\_\_\_ Understand that the role of advising an organization is an ongoing process and that the Office of Student Involvement serves as a support and resource to advisors in serving this role.

\_\_\_\_\_ Encourage all members of the organization to fully participate while also maintaining a healthy balance between academic responsibilities and co-curricular involvement.

\_\_\_\_\_ Exhibit appropriate and professional behavior in interactions with students and the organization

Serving as a club advisor is an at-will responsibility of a university employee. In the event that an advisor is unwilling or unable to meet the expectations outlined in this Agreement Form, is infringing on the autonomy of the organization, and/or is exhibiting inappropriate or questionable behavior in their role with students, they may be removed by the Office of Student Involvement.

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Advisor Signature

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Advisor Printed Name

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Date

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Student Organization President Signature

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Student Organization President Printed Name

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Date