

Missouri University of Science and Technology

Student Life

Best Practices and Expectations for RSO Advisors

Strong advisement is central to the success of student leaders and sustainability of a recognized student organization. The role of an advisor will often involve many titles, which may include that of a listener, historian, policy interpreter, mediator, mentor, motivator and financial advisor. Understanding the needs of the organization will assist in determining an advisor's responsibilities, which is essential in order to effectively work with any group.

Determining the level of an advisor's involvement should be based upon communication and negotiation with the executive officers; expectations should be set early in the year followed by periodic review. Below are suggested best practices and expectations for successful advisement.

1. Meet with the president or executive board as often as agreed and/or deemed necessary.
2. Ensure that the organization's governing documents are current and follow the required constitution outline provided by Student Life.
3. Assist the organization with operating according to procedures outlined in its governing documents by informing the group of infractions of their constitution, bylaws, or standing rules.
4. Encourage and support adherence to university policies, procedures and community standards.
5. Offer financial/budget management advice that complies with university fiscal policies.
6. Provide continuity through assisting with facilitation of transitioning new executive members.
7. Act as a resource by informing officers of relevant university initiatives and announcements.
8. Support activities/programs through attendance when possible to assist and offer guidance for future successes.
9. Refer knowledge of activities that are inconsistent with university policies or values to Student Life.
10. Provide support through sharing ideas and expertise relevant to goals and objectives of the organization.
11. Review activities with officers and others when planning events to identify and minimize potential risks.
12. Utilize the recommended Acknowledgement, Waiver & Release from Liability (AWRL) form for travel and high risk activities; contact Student Life for form.
13. Contact Student Life as a resource; utilize support and participate in informational sessions provided for advisors by Student Life.

The following expectations should be negotiated between the advisor and organization. Please check each expectation that the advisor is willing to commit to below. The original signed form should be returned to Student Life annually for placement in the organization's file.

- Attend executive board meetings; call meetings of the executive board when advisor deems necessary
- Challenge group members to think creatively
- Participate in formulating goals with the organization
- Discuss expenditures before financial commitments are made
- Review financial records with the treasurer at the end of each semester
- Have access to general meeting minutes
- Objectively mediate interpersonal conflicts when they arise between members
- Assist in fostering teamwork and cooperation among officers
- Other _____

- Other _____

Name of Recognized Student Organization: _____

Acknowledgement of receipt and understanding of best practices and expectations:

Signature, Organization Advisor

Printed Name

Date

Signature, Organization President

Printed Name

Date