Howard University Student Organization

ADVISOR RESPONSIBILITIES

All student organizations are required to have at least one on campus advisor. On campus advisors must be current members of Howard University's faculty or staff who agree to mentor student organizations on their purpose and operation throughout the school year. They serve as a liaison between the university and organization interpreting university policy and procedures. They are also an integral part of ensuring the organization's success and longevity on Howard University's campus.

The Advisor's major responsibilities are as follows:

1. To assist the organization in finding optimal ways of implementing its programs.

2. To serve as a role model and mentor to the organization and its individual members.

3. To keep the organization abreast of university policy and to assist in ensuring that the organization is in compliance with all university policies.

4. To periodically meet with the organization to stay informed of its activities.

5. To verify that the leadership and membership of the organization are enrolled students in good academic standing.

6. To stay for the duration of functions sponsored by the organization and to identify/provide a suitable replacement from the University, if unable to attend or stay for the duration.

7. To represent the organization when required by the University or overall best interest.

8. To be kept abreast of all paperwork, transactions, financial obligations concerning the organization and sign/approve (as necessary).

Qualities of a good Advisor

- She/he adheres to the responsibilities above
- She/he encourages members to implement their ideas
- She/he strongly encourages academic achievement
- She/he advises/leads the group without taking over or being in charge
- She/he holds himself/herself as well as members accountable for the organization's successes and failures.

Howard University

Student Organization Advisor Agreement Form

(Print legibly or type)

Date_____

This is to certify that_____and_____ agree to serve as advisor{s}for_____for the academic year Fall/Spring_____. As advisor(s), I/we agree to carry out the responsibilities as outlined in the policies governing student organizations as well as the following:

a. Read and be knowledgeable of the contents of the regulations governing student organizations.

b. Assist the organization(s) in the development and implementation of its programs.

c. Affix my signature for approval to all school and organization related documents.

d. Ensure the attendance of an advisor at all functions.

e. Ensure that all activities sponsored by the organization will be limited to Howard University students and their authorized guests.

Because advisors play such a key role in an organization's operation, it is strongly recommended that prospective advisors work with no more than two student organizations.

If an advisor is unable to attend an event, an alternate advisor from the faculty/staff of Howard University may be chosen with the approval of the Office of Student Activities prior to the event. Functions not attended by an advisor maybe terminated immediately. If termination occurs, the organization maybe assessed a fine and/or subject to a 50% refund of any costs incurred. Furthermore, repeated offenses may result in the loss of recognition by the university for a period to be determined by the Office of Student Activities.

I agree to the above conditions by affixing my signature below:

PRIMARY ADVISOR

_____ _____

Signature Date

_____ _____

Print name E-mail

_____ _____

Howard University Department Phone

SECONDARY ADVISOR *(if applicable)*

_____ _____

Signature Date

_____ _____

Print name E-mail

_____ _____

Howard University Department Phone