

Glenville State University Student Organization Advisor(s)

Definition:

An advisor is a full time Glenville State University faculty or staff member who helps maintain continuity with the organization from year-to-year by providing a sense of history for the organization. Advisors act as advocates for students and the organization they represent as well as provide helpful resources and knowledge. It is not the advisor's role to take over the organization, but to maintain order in the group and help it achieve its goals.

Once an advisor accepts the position, they should sign a written commitment form with the Office of Student Life and provide their contact information.

An advisor should:

1. Update contact information to the Office of Student Life
2. Provide support, direction, and feedback to all organization members
3. Direct the organization to achieve leadership, professionalism, and personal growth
4. Maintain an awareness of the activities and programs sponsored by the organization
5. Attend organization meetings, programs, and activities as often as possible
6. Be available to talk by phone or electronic means for emergency purposes during any meetings, program, or activity
7. Be copied on any proposal, financial paperwork, and meeting minutes
8. Notify the Office of Student Life of any unacceptable behavior, violations, noncompliance, or accidents within 24 hours of the occurrence
9. Review and uphold the organization's constitution and governing documents
10. When starting funds for an activity or programs exceeds \$250 or is expected to exceed \$250 an advisor must be present
11. An advisor must be present for the counting of funds raised or collected over \$1,000
12. Attend programs and activities involving alcohol and any combat sport, activity, or physical contact. Examples are but not limited to: dancing, basketball, boxing, karate, fencing, and wrestling

Organizations are responsible for:

1. Notifying and/or inviting the advisor to all meetings, programs, and activities
2. Discussing programming ideas with an advisor before implementing them
3. Consulting an advisor on all budget proposals, constitutional changes, and member restructuring
4. Notifying an advisor and the Office of Student Life for reserving space for more than ten hours per week.