



## Student Organization Advisor Acknowledgment Form

The Department of Student Involvement and Engagement is committed to the success of all student organizations and is dedicated to equipping advisors with the tools needed to successfully navigate the position of advisor to an RSO. Advisors are vital to a student organization's success. The value advisors add to student organizations can be immeasurable at times. Advisors provide valuable guidance, a historical perspective, and a true passion for what their student organization provides Texas State University.

### **RESPONSIBILITIES:**

- Sign and submit an annual Acknowledgement of Registered Student Organization Advisor Expectations and Agreement Form every new academic year
- Complete the required State Mandated Risk Management Training (once every three years) and Campus Security Authorities Training (once a year)
- Serve as the liaison between the organization and the university by providing guidance pertaining to university policies and procedures
- Assist in officer transitions and help in the transition of finance/treasurer positions
- Assist student leaders in completing all necessary campus forms

### **ROLE OF AN ADVISOR:**

- Be responsibly informed of the purpose, events, and programs of the organization
- Be reasonably informed concerning University policies and procedures governing student activities and student organizations
- Frequently attend meetings of the organization
- Encourage the members of the organization to assume responsibility for the effectiveness of their programs
- Provide advice on the planning and implementation of events and activities
- Provide continuity for the organization year to year
- Accept communications and/or correspondence via the university mail system regarding activities or announcements that should be conveyed to the officers

### **LIABILITY STATEMENT**

Faculty and staff at Texas State University that advise student organizations are expected to adhere to university policies and state and federal laws in all their advising interactions with student organizations. Faculty and staff that are advising student organizations as a function of their position are expected to advise organizations within the scope of their job duties and responsibilities. Faculty and staff that are advising student organizations voluntarily, as well as

those that are advising organizations as a function of their role, are expected to utilize common sense in all their interactions, and to provide advising only within the context of common place parameters of their employment and their individual skill set and professional expertise.

**REPLACEMENT**

On occasion, an advisor to a registered student organization may not meet the expectations of the organization or fails to fulfill the responsibilities of an advisor. If a student organization feels that their advisor is ineffective, the organization president should contact Student Involvement to discuss the problems or issues involving their advisor, who will then discuss the situation with the president.

**LENGTH OF ADVISORSHIP**

Advisors assume staying in their role for one academic year. Advisor continuity from year to year is preferable. However, advisor assignments are renewed each academic year and are subject to both the advisor's and student organization's approval.

**RESIGNATION**

An advisor should notify Student Involvement when they decide to no longer serve as an advisor. Advisors should notify the registered student organization's officers of the resignation and provide reasonable support in the transition of the advisor position.

*By signing below, I have read and understand the roles and responsibilities of accepting the position of Advisor to a Registered Student Organization. If for any reason I am unable to fulfill my responsibilities and commitment to the organization listed below, I will contact Student Involvement and Engagement at 512-245-3219 or at [getinvolved@txstate.edu](mailto:getinvolved@txstate.edu). Advisors can sign one acknowledgment form for all student organizations they advise by listing all organization names below.*

**ORGANIZATION NAME(S):** \_\_\_\_\_

**NetID@txstate.edu EMAIL:** \_\_\_\_\_

**ADVISOR PRINTED NAME:** \_\_\_\_\_

**ADVISOR SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_