



Responsibilities of the Student Organization to the Advisor

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UNIVERSITY

— EST. 1818 —

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1.

Meeting regularly with your advisor to discuss organization matters. Be open-minded and respectful towards your advisor's thoughts and ideas.



2.

Notifying (and inviting) the advisor of all general body meetings, planned programs and events. Advisors should be *incentivized* to be part of your organization's activities.

3.

Sharing copies of meeting minutes, publicity and media. Advisors should be updated on your organization's involvement on campus.

4.

Opening lines of communications to facilitate the exchange of responsibilities. Co-developing a job description is advised.



5.

Consulting the advisor prior to making any significant changes to the structure of the organization, and when promoting speakers events.