



Advisor Agreement Form

Office of Student Activities
Belmont Abbey College
204 Student Commons
704-461-6780
patrickmottter@bac.edu

Received: _____

The Role of a Student Organization Advisor

All registered student organizations are required to have an advisor who is a full-time faculty or administrative staff member at Belmont Abbey College. The purpose of an advisor is to assist the organization to provide an educational experience for its individual members and to be familiar with its programs and activities. An advisor is a consultant to an organization and assists in the growth and development of the group by providing direction through advice, understanding, and clarification.

The following is a list of duties that the advisor should fulfill:

- *Clarify his/her role as an advisor to the group members as he/she sees it.*
- *Read, understand, and act in accordance with the college policies that govern student organizations.*
- *Attend executive board and general meetings. If unable to attend, advisors so always get a copy of minutes of what was discussed at the meeting.*
- *Encourage and assist the group in setting organization goals; provide challenge and support as they strive for these goals.*
- *Assist the officers in understanding their duties and organizing programs.*
- *Encourage the officers to maintain accurate records.*
- *Stay up-to-date with developments in the organizations*
- *Assist in building a positive organizational environment by promoting active involvement, diversity, leadership and teamwork.*
- *Assist with the transition of officers and year to year changes.*
- *Monitor all activities of the organization to ensure they are promoting the mission of the college.*

Advisor Information

Student Organization: _____

Advisor's Name: _____ Campus Phone: _____

College Department: _____

Campus Address: _____ Email: _____@bac.edu

By signing this agreement, the BAC faculty/staff member certifies that he/she will fulfill the duties of a registered student organization advisor to the best of his/her ability and that he/she has read, understands and agrees to advise the organization to act in accordance with all applicable College policies and procedures.

Advisor's Signature: _____ Date: _____