



### Advisor's Agreement

The Advisor of an organization serves as a point of contact that assists with consultation, leadership development, financial direction, and continuity. The advisor roles may vary depending on the nature of the organization, however all should share the basic characteristics.

#### Consultation

- Attend regular meetings as often as possible
- Meet with officers to discuss goals, activities, and financial status
- Interpret and follow University of South Alabama policy, guidelines, and procedures found in the Student Code of Conduct and the Student Activities Handbook.
- Be familiar with the organization's history, constitution and bylaws, assist with interpretation as needed
- Utilize relationships and resources within the University to help the organization succeed
- Ensure that liability waiver forms are signed when appropriate

#### Leadership Development

- Encourage communication within the organization and its officers
- Assist members to strengthen planning and organizational skills
- Promote a positive environment and encourage a balance between academics and the organization

#### Financial Direction

- Work with the Treasurer to monitor the organization's budget
- Assist with the implementation of account reconciliation and balancing procedures

#### Continuity

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