



Title: Role of Faculty Advisors to Student Organizations	Policy No.: ADM 1.10	Date: 5/19/2008; 8/1/13, 11/17/14, 8/1/2017
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Areas Affected: All BSMCON Faculty


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POLICY STATEMENT:

Faculty members are selected to serve as advisors to student organizations and to serve as liaisons between the Faculty Organization, the College administration and the student groups. The advisors provide guidance and help officers interpret their roles and responsibilities. In addition to attending meetings, the advisors:

1. Meet with the elected officers to discuss responsibilities of the organization, how meetings are conducted and the appointment of committees.
2. Assist the organization in formulating its goals and reviewing bylaws on an annual basis.
3. Instruct the President and other members on the protocols for arranging time and space for meetings and activities through appropriate office staff to avoid scheduling conflicts.
4. Review with officers and committee chairpersons the format for minutes, agendas and reports and distribution of these documents.
5. Review agendas, as well as minutes, prior to meetings. Verify that minutes are properly submitted to the Advisor, President of the student organization and other College personnel as appropriate. Review Secretary's minutes at the end of each meeting. The organization Secretary then proofreads the minutes and submits them electronically in the appropriate repository. Advisors and secretaries are responsible to maintain updated minutes throughout the year.
6. Ensure that the President of the student group has approval of the Advisor prior to implementing any revenue generating projects and other selected activities and uses the appropriate forms to request funding. Projects should be discussed by the Advisor with the Dean of Student Services and/or Dean of Nursing before giving approval.
7. Assist with elections as appropriate.
8. Ensure that the list of officers, representatives to standing committees and representatives is typed and distributed to the Provost and Dean of Student Services, following elections.
9. Review the audit of the treasurer's books with the outgoing and incoming treasurer at the end of the treasurers' term of office.
10. Communicate to the Dean of Student Services any concerns or issues related to the student group.
11. Report orally at Faculty Organization meetings activities of the organizations.
12. Ensure that the President conveys annually the rights and responsibilities of students involved with the organization. This is done at the first general body meeting of the College year.

Reference Policy # _____

Approved by:  Signature	Dean Student Services Provost/VP Title	4/17/17 4-24-17 Date
Approval History: Committees and Dates: Student Services – 5/08; 11/9/12, 11/14, 11/15/16 Policy Committee – 11/19/12, 11/14, 11/21/16		
Key words: _____		

13. Be available throughout the year to assist the students in learning about leadership, development, and responsibility in an environment conducive to maximizing the students' potential.
14. Provide budget oversight and fiscal direction to the organization and support appropriate management of the organization's budget.