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INTRODUCTION

Thank you for your interest in being a student organization advisor to one or more of the 975+ student organizations at UF. To be a student organization advisor, contact Rachel Rollo at rrollo@studentinvolvement.ufl.edu or visit https://www.studentinvolvement.ufl.edu for more information. All registered student organizations at UF are required to have an advisor, but your role is more important than a name on a piece of paper. Classroom learning is central to the college experience; however, students also gain valuable skills and knowledge from co-curricular involvement. As an advisor you will have a great impact on student learning.

In order to best serve students and get the most out of your experience, it is important that you fully understand your role as an advisor and are aware of the many ways in which you can encourage student development. It is important to think of every encounter with students as a learning opportunity, and how you shape those encounters will depend on a lot of personal factors, such as your advising style and your relationship with the students. Student Activities and Involvement has created this manual to provide you with advising tips and resources to help you understand the role of an advisor, but much of your role development will be up to you and the organization.

Student Activities and Involvement staff is available to assist and help you and the organization you advise to be as successful as possible. Please do not hesitate to contact us at 392-1671 or e-mail Rachel Rollo, the Program Coordinator for Student Activities and Involvement at rrollo@studentinvolvement.ufl.edu.

STUDENT ACTIVITIES AND INVOLVEMENT

The Department of Student Activities and Involvement is committed to providing innovative programs to help students get involved on campus, giving Gators opportunities to develop leadership skills and pursue their passions through experiential learning. Our team supports over 975 registered student organizations, a vibrant and diverse Greek Community, TRiP an outdoor adventure program, the Involvement Team ambassadors, and advises Student Government.

ADVISOR ROLES

What is an advisor?
A student organization advisor is a faculty or staff member who is requested to provide support and guidance to officers and members of a student organization. The advisor not only serves as a representative of the group in an official capacity, but also as an advocate for the group.

Updated 10/2013
**Why serve as an advisor?**
Advising a student organization can be a very rewarding experience for faculty and staff. Working with students outside structured classroom experiences or staff roles allows faculty and staff an opportunity to share information and resources and to teach hands-on skills such as leadership styles, organizational ethics, and event planning.

**How to become an advisor?**
There are three ways to become a student organization advisor at the University of Florida.

1. Ask a student organization that you are interested in (mission, purpose, events, etc.) if they would like you as an advisor
2. Be asked by a student to advise his or her organization
3. Give your name and contact information to Student Activities and Involvement and they will match you up with a new organization looking for an advisor. Email your contact information to Rachel Rollo at rrollo@studentinvolvement.ufl.edu.

**Time Commitment**
The amount of time required to serve as a student organization advisor varies based on the needs of the group. Minimally, Student Activities and Involvement expects advisors to spend two to three hours per month on student organization issues during the academic year. A very active advisor for a large student organization could expect to spend as many as two to four hours per week engaged in related activities. These activities can include:

- Attending meetings (executive and all-member)
- Attending various events sponsored by the student organization which you advise
- Meeting with the president(s) or leader(s) of the student organization to discuss event programming, organizational development, and reflection

**Advising Functions**
Student Organization advisors assist organizations with four broad areas:

- **Maintenance:** Serve to maintain the existence of the student organization and to help provide continuity with the history, activity, and tradition of past years.
- **Growth:** Provide advice about activities that improve the operation and effectiveness of the group and help it progress towards its goals
- **Education:** Stimulate group members’ learning and skills development, contributing to their intellectual development and the enrichment of campus life
- **Networking:** Help group members develop new contacts for programming and mentoring

**In order to support these broad areas, advisors engage in the following functions:**

Updated 10/2013
1. **Believe in the organization and have the enthusiasm necessary to help the organization reach its potential.**

- Students will look to the advisor for encouragement, and your belief and support are important.
- Advising can be a fulfilling role, but it can also be challenging – keeping up your enthusiasm and sense of humor, especially in difficult times, is vital.

2. **Be familiar with the organization’s constitution, understand its mission and purpose, be aware of its history, and know its personnel.**

- The more you can be familiar with the organization’s functions, the more effective you will be in your role of advisor.
- Given membership turnover, it’s not surprising that many organizational leaders are unfamiliar with their constitution. It’s helpful to them if you refer to it when necessary.
- Knowing the history and recent activities is helpful to maintain institutional memory and consistency. It can also help to keep a group on track, especially if the leadership is relatively new.
- Getting to know the leadership is time well-spent. You can be of much greater assistance to the group if you develop relationships with the leaders and members.

3. **Help the organization to maintain continuity.**

- Students come and go, but hopefully your tenure is a bit more consistent. You have the opportunity to help students be consistent and respectful of their organization’s past.
- Institutional memory is an often overlooked responsibility of student leaders. Help them to find a way keep organizational records and to transition them to future organization leaders.

4. **Assist the group in developing realistic goals for the academic year.**

- If you’re familiar with the organization’s purpose, history, and leadership, hopefully you can be an effective resource in this regard.
- Having a conceptual understanding of solid goal development strategies may also be helpful.
- While you influence the process, it’s still their process and their goals – but you can work to keep them on track and realistic.
- When necessary, play devil’s advocate.

5. **Assist officers in understanding their duties, and help them to grow as leaders.**

- This is a great opportunity for students to stretch themselves and grow.
- Understanding the strengths and talents (and deficits) of the leaders is important for you to be of most assistance to the individuals.

*Updated 10/2013*
• Having a balanced, caring approach can open doors for you when a serious conversation needs to take place.
• Ideally, this experience should open new doors for the leaders and create opportunities for the organization.
• Emphasize the importance of a thorough transition of officers.

6. Help the current leaders develop an eye for the future and devote time to developing their membership.
   • Work with the leaders to tap the leaders of the future.
   • The current leadership should think about providing developmental opportunities to their members.

7. Clarify your role with the organization. Define expectations.
   • In your role as an advisor, you should be clear with the leaders about your expectations and their expectations. It is the responsibility of the organization to communicate its needs to the advisor.
   • Be sure to understand the distinction between advisor and supervisor.
   • Be willing to be flexible with your role depending upon the stage of the group’s development or the current leadership.
   • One year may look very different from the next.
   • Be patient. It’s easy to begin stepping outside your appropriate role.

8. When possible or appropriate, attend organizational meetings and organization-sponsored events.
   • Your visibility and presence show that you are committed and care.
   • Attending meetings and events gives you the opportunity to meet and know students on neutral ground. It can provide a great avenue for conversation and discussion about the organization or larger matters.
   • By being present, you also can get a first-hand look at how the leaders function, as well as how the group is coming along.
   • Your presence can also help you be proactive in many issues relating to the organization’s functioning.
   • Remember that it’s all right not to attend all meetings and events. You have other responsibilities that do not always permit you to give undivided attention to the organization.

9. Be a resource with regard to institutional policies and practices as they pertain to the organization and its events.
   • Take time to explain and clarify such policies and practices to students. Your knowledge of University policies can help the group avoid problems and/or address emergencies. Click here for some pertinent UF policies.
   • If students can gain the ability to grasp the complexities of an organization, they will be better prepared when they join a new organization.

*Updated 10/2013*
• Students can also help to point out inconsistencies in policies and practices, so conversations with them about these issues can be helpful to the college.
• If there are questions about policies, remember to utilize resources at SAI.

10. Help to provide ample and regular opportunities for reflection.
• Growth in individuals and in organizations includes taking stock of where things are.
• Assessing events and practices may be an undesirable process, but it typically is one of the most important.
• If you can help students to reflect and think about things – meetings, interactions, events – they will become more skilled leaders and learn to draw upon the membership for assistance.
• Reflection should take place after meetings, events, and each semester.

11. Encourage students to find a balance between their academic and co-curricular commitments.
• Students who assume too much responsibility risk burning out – thereby letting down both themselves and the organization.
• Help officers delegate responsibilities to members, which helps to distribute accountability and serves to engage members in meaningful ways.

As you reflect upon your roles and functions as an advisor, remember that it’s the students’ organization. Though it may be tempting to intervene every time students are veering from their goals and tasks, allowing them to make and learn from mistakes can help to prevent similar situations in the future. Trust your instincts, knowledge, and experiences – the students in your group have asked you to advise them because they trust you.

Inappropriate vs. Appropriate Advising Roles

Appropriate Responsibilities
• Serving as a resource to the organization
• Sharing specific knowledge in the development and implementation of programs
• Interpreting and clarifying university policy and procedure to student organizations
• Suggesting program ideas
• Providing historical continuity for the organization
• Serving as a role model
• Advising officers in decision-making matters
• Providing feedback about officers’ performance

Inappropriate Responsibilities
• Running the student organization meetings
• Assuming ultimate responsibility for the group’s decisions, problems or failures

*Updated 10/2013*
• Assuming veto power over group decisions
• Governing content and ideas expressed in programs
• Serving as primary recruiter for new members for the organization
• Stepping in to “solve” problems; remember, mistakes can be good learning opportunities

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**ADVISOR EXPECTATIONS**

Student Activities and Involvement expects that at a minimum, advisors should be in communication with the organization president on a regular basis to have a pulse on the status of the organization.

It is very important that the advisor and the organization leaders communicate their expectations to each other. The advisor should be clear about he or she will do or not do. It is recommended that you have a meeting at the beginning of your term as an advisor to determine these expectations. The handout below is helpful for you to begin the discussion about advisor roles and expectations. The advisor should fill one out and the student leaders should fill one out so that you can compare and discuss.

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**RISK MANAGEMENT AND LIABILITY**

In general, student organization advisors are not liable for an organization’s actions unless the advisor had prior knowledge of the group becoming involved in an illegal or dangerous activity, and/or condoned or participated in such activity. Student organizations must not violate UF policy or local, state, or national law. Many policies and laws concerning student organizations are listed in the Student Organization handbook. An advisor who utilizes best judgment and appropriate techniques to insure the safety of the participants will usually not be judged liable should a participant become injured.

Although it is not necessary, you may want to purchase specific insurance that covers your duties as an advisor. Visit this website to learn more about liability insurance. The University’s liability insurance policy covers student organization advisors for actions arising from your work as an advisor only if the advising of the organization is within your written job description.

As the advisor to a student organization, you can also assist student organizations with risk management for their events. Please refer to the student organization Event Planning Manual for more information about reducing risk at student organization events. For

*Updated 10/2013*
specific questions on risk management, please feel free to contact Rachel Rollo at rrollo@studentinvolvement.ufl.edu.

**Hazing**
Organizations must be aware of and adhere to the policy on hazing.

Hazing is defined in the UF Student Code of Conduct as:

Any action or situation that recklessly, by design, or intentionally endangers the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. In such an instance, hazing occurs if an individual or group:

1. Causes or attempts to cause physical injury or other harm to a student including but not limited to emotional distress, or engages in any conduct which presents a threat to the student's health or safety, which shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, alcohol, drug, or other substance, or other forced physical activity that could adversely affect the physical or physical and mental health or safety of the student, and any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced sexual conduct, and forced exclusion from social contact.

2. Engages in an action or activity which has a tendency to or which is intended to demean, disgrace, humiliate, or degrade a student, which shall include but not be limited to forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.

3. Conduct that by design, intent or recklessness causes a student to be unable reasonably to pursue, or interferes with or attempts to interfere with a student's academic schedule or performance; or

4. Causes, induces, pressures, coerces, or requires a student to violate the law or to violate any provision of University of Florida regulations.

In response to allegations of hazing under this regulation it is not a defense that:

a. The victim gave consent to the conduct.

b. The conduct was not part of an official organizational event or sanctioned or approved by the organization.

c. The conduct was not done as a condition of membership in the organization.
For more information on hazing, you can view the Advisor Training Presentation [here](#) or visit the Dean of Students Office Hazing Information [here](#).

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**FINANCES AND FUNDING**

**Student Government Funding**

The Student Government Finance Office (SG Finance) administers the allocation of Student Activity and Service (A&S) fees. A&S fees are allocated by the Student Senate through the budget process, where annual budgets are allocated to meet the needs of student groups throughout the fiscal year (July 1-June 30). Allocation may also occur through the Special Request process, which furnishes emergency funds for needs not anticipated during the budget process. Once these allocations are approved by Student Government, the SG Finance Office administers the lawful spending, auditing and reconciliation of A&S fees.

**General Information**

- New student organizations must be registered with Student Activities and Involvement for a spring and fall semester before they can apply for funding.
- SG funded organizations may not charge membership dues, fees or charge any UF student to participate or attend an event.
- A&S Fees cannot be used for support of fundraising events.
- **Organizations may not expend A&S Fees without the prior approval of the Student Body Treasurer. They do this by submitting a Student Activity Request (SAR).**

**Outside Revenue**

- External Income is commonly referred to as Outside Revenue or OSRV.
- This income consists of funds received from sources other than Student Government.
- External income must be reported to the Treasurer's Office within fifteen (15) days of receipt.
- The funds are put on deposit with the University and available upon request, using a Student Activity Request (SAR).
- Please refer to Student Government’s [800 Codes](#) for more information on SG funding.

The SG Finance Office is available to answer any questions, concerns or problems you may have. Visit the office in Room 337 of the J. Wayne Reitz Union, or call 392-1623, between 8:00 a.m. and 5:00 p.m. Monday through Friday.

*Updated 10/2013*
**Off Campus Checking Accounts**

It is up to Registered Student Organizations to set up their own bank accounts with two names on the account. The Student Government finance office is required for use by organizations that receive SG funding. The SG Finance Office is in Room 337 of the J. Wayne Reitz Union, or call 392-1623, between 8:00 a.m. and 5:00 p.m., Monday through Friday. If you do not receive SG funding, you may use any bank of your choice including but not limited to Suntrust, Wells Fargo, Bank of America, Capital City Bank, Florida Credit Union, and Campus USA Credit Union. Make sure to include the banking information in your transition reports so the new leaders of your organization will have access to the funds.

Please note that SAI does not maintain any records or information about student organizations’ off campus checking accounts. All of those details must be maintained within the organization. It is highly recommended that the student organization advisors are involved in the creation and maintenance of the account.

**Fundraising**

Student organizations at the University of Florida have the privilege of fundraising on campus in limited situations. Any student organization wishing to coordinate fundraising activity via the sale or donations of any items must complete a [Permit](#) with Student Activities and Involvement, via the online request. The following rules apply to fundraising by student organizations:

- All organizations wanting to conduct fundraisers that may require financial expenditures as part of the program must initially have sufficient funds to cover all expenses.
- Registered student organizations may not engage in sales and fundraising projects unless the proceeds from such sales and projects are used for educational, charitable, or philanthropic purposes.
- Raffles are prohibited by state law.
- Fundraising events are subject to state statutes for commercial activity.
- Student organizations may be allowed to sponsor for-profit companies or businesses on campus in limited situations and only if the product or service has a significant educational mission. SAI will not recommend the names of student organizations or their contacts to "for-profit" companies or businesses.

**Fundraising Activities that ARE allowed:**

- Penny Voting
- Silent Auctions
- 3-5K Run
- Walkathon
- T-shirt, button, hat, etc., sales (ONLY if item is personalized for event or student organization)
- Face tattoos or painting (organization must work w/ the University Athletic Association if for an athletic event)
- Speed Dating (No Dating Games or Dating Auctions)
- Volunteer at Gator Nights (food scholarship)

*Updated 10/2013*
Dunk booths
Photos with famous people (UF faculty, sports figures, president)
Collection of dues (only for non SG funded organizations)
Funds raised must be donated to a charitable cause or be used for educational purposes (conference travel, programs, competition, lectures or forums, etc.).

**Fundraising activities that are NOT allowed:**
- Raffles or gambling
- Bake (or any food) sales
- Flea markets
- Car bashes
- Date auctions
- Food eating or drinking contests
- Live animals or petting zoos
- Slip n slide or homemade novelties
- Hair cutting (with the exception of Locks of Love)
- Makeovers
- Credit card, phone card, or discount card sales
- Product sales such as magazines, clothes, CDs, or software
- Garage sales with donated items

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**EVENT PLANNING**

To plan an event on campus, the first step is to fill out an Event Permit found on our Gator Connect. The purpose of the permit is to help student organizations run their event more smoothly and to assist organizations in identifying what areas of campus need to be notified about an event. They are required for any on campus event other than a regularly scheduled meeting. For a detailed walk through of the event planning process, please refer to the student organization Event Planning Manual.

**Reserving Space**
Reserve your space directly with the office responsible for that area. Submitting an event permit does not reserve your space.

<table>
<thead>
<tr>
<th>Reservation Office</th>
<th>Commonly Used Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reitz Union Event Services Office</td>
<td>Union meeting rooms, Auditorium/cinema, Ballrooms, Colonnade, North Lawn, South Terrace, Amphitheatre (duck pond), Reitz Union Game Room</td>
</tr>
<tr>
<td>Office of the Registrar</td>
<td>Classrooms</td>
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<tr>
<td>SAI</td>
<td>Plaza of the Americas, Turlington Plaza,</td>
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</tbody>
</table>

*Updated 10/2013*
**Amplified Sound**

Amplified sound must be cleared through staff in Student Activities and Involvement. It is not allowed during class time outdoors on campus. Voice amplification equipment may not be used during the day on the North Lawn and outside area around Turlington. Limited amplification is allowed on the Reitz Union Colonnade, Plaza of the Americas, and the Reitz Union Amphitheatre.

Only Student Government Productions (SGP) and Reitz Union Board (RUB) may host concerts on campus. If another organization wants to have a concert, they must cosponsor with SGP or RUB.

**Food**

The University of Florida Food Contract states the Reitz Union and surrounding areas is restricted to using Aramark/Classic Fare Catering/Gator Dining (see JWRU food policy) except for Student Organization Meetings where food is served to only the group members in the form of approved non-perishable snacks and beverages. Any food given away must be prepared in kitchens inspected by the Health Department (i.e., restaurants or caterers) so you may not bake anything in your home kitchens and give it away.

Food from off campus vendors may only be given away at Turlington Plaza, Plaza of Americas, Norman Field, Hume Field, Maguire Field, & the North Lawn (after 6 pm only) in conjunction with an organization event or activity. A Catering Scholarship may be available to organizations needing funding. For full food regulations see UF’s Food Service Policy and the Event Planning Manual. The sale of ANY food by student organizations is prohibited.

**Contracts**

Events that include performers such as speakers, disc jockeys, lecturers, or entertainers who are being paid require a fully executed contract and rider. There are three types of contracts used by the University of Florida: performers receiving payment, free performance, and lectures. In addition, UF requires a UF Rider for all performers or lecturers who provide their own contracts. When a student organization begins to think about contracting a lecturer or entertainer, they should call SAI to make an appointment to discuss the university policies and procedures on contracting.

**Tips for Events**

- Be aware of programs or materials which will be viewed by a large audience; these often have a more complex set of details which may need special attention.

*Updated 10/2013*
• Encourage students to establish a timeline (set goals and identify specific deadlines) as part of their planning process. This aids them in visualizing appropriate time for requesting facilities and services, program advertising, contract approval, etc. A checklist is also very helpful.

• Insure that there is active participation by the members of your organization. If you have only one or two people actively involved, it is not beneficial for the organization.

• Remind students to observe the policies listed in the Student Organization Handbook.

RESOURCES

Student Organization Handbook
The student organization handbook can be found here. This contains many other policies related to student organizations.

Event Planning Manual
Click here to see the Event Planning Manual. This is a great resource for all the steps involved in planning an event on campus.

Involvement Team
The Involvement Team are the ambassadors for Student Activities and Involvement. I Team gives student organizations presentations with tips and advice on improving their student organization. If you are interested in I Team putting on a workshop or presentation for your organization please email saidesk@studentinvolvement.ufl.edu.

Involvement Team offers workshops on:

- Advising
- Anger Management
- Assertiveness
- Group Dynamics
- Icebreakers
- Low Ropes Initiatives

Updated 10/2013
| Burning Out | Organizational Structuring |
| Cohesiveness | Parliamentary Procedure |
| Communication Skills | Presentation Skills |
| Conflict Resolution | Running an effective Meeting |
| Confrontation | Teamwork |
| Decision Making | Time Management |
| Delegation | University of Florida Resources |
| Event Planning | AND MUCH MORE! |
| Goal Setting |

**Student Activities and Involvement**

Student Activities and Involvement is committed to assisting advisors to serve their organizations in the best way possible. The Student Organization Advisor Resource (SOAR) Program provides opportunities for advisors to be better prepared to serve student organizations. The program has four main components:

- The SOAR Newsletter is sent out monthly with updates and tips for advising.
- Training Sessions are held each month during the Fall and Spring semesters to educate advisors on important topics.
- Online training videos are also made available to student organization advisors on the SAI website.
- The Student Organization Advisor Handbook is available with information advisors need to be successful.

A full time professional staff person is available to assist advisors at any time. Rachel Rollo can be reached at rrollo@studentinvolvement.ufl.edu or 392-1671.
<table>
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<tr>
<th>Advisor Expectation Questions</th>
<th>Agree</th>
<th>Disagree</th>
<th>Not Sure</th>
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<tbody>
<tr>
<td><strong>ATTENDANCE</strong></td>
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<td>Attend all regular meetings</td>
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<td>Attend all officers meetings</td>
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<td>Attend organization's campus-wide activities</td>
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<td>Attend organization's off-campus activities</td>
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<td>Attend organization only activities</td>
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<td>Attend controversial events</td>
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<td><strong>MEETING INVOLVEMENT</strong></td>
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<td>Assist in preparing the agenda</td>
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<td>Ability to call emergency meetings of the officers</td>
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<td>During meetings, inform officers and members about possible violations of University Policies.</td>
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<td>During meetings, inform officers and members about possible violations to organization constitution and bylaws.</td>
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<tr>
<td>Provide personal viewpoint during discussions at meetings</td>
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<td>Be quiet at meetings unless asked for input</td>
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<td>Review minutes before they are distributed</td>
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<td><strong>GOAL SETTING PROCESS</strong></td>
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<td>Participate in goal setting process</td>
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<td>Provide feedback to officers on progress toward goals</td>
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<tr>
<td>Require committees to follow up with advisor on progress towards goals</td>
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<tr>
<td><strong>ORGANIZATION DEVELOPMENT</strong></td>
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<tr>
<td>Coordinate workshops based on topics chosen by the officers</td>
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<td>Research and present leadership development opportunities available on campus</td>
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<tr>
<td>Explain University policies and procedures to the membership</td>
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<td>Cancel events when advisor believes they are poorly planned</td>
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<tr>
<td>Instill teamwork, cooperation, and collaboration within the officers and membership</td>
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<tr>
<td>Engage in conflict mediation when conflict arises among officers or membership</td>
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<td><strong>REPRESENTATION</strong></td>
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<td>Speak on behalf of the organization to the campus community</td>
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<td>Speak on behalf of the organization to the general public</td>
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<td>Assist with mediating conflicts with the University administration, other organizations, or other entities</td>
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<tr>
<td><strong>ELECTIONS</strong></td>
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<td>Attend all elections</td>
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<td>Provide officers feedback on each candidate</td>
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<td>Count all ballots with non-candidate student</td>
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<td><strong>ADDITIONAL RESPONSIBILITIES</strong></td>
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<td>Receive copies of all official correspondence</td>
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<tr>
<td>Review and proof all official correspondence before being distributed</td>
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Updated 10/2013