



FACULTY ADVISOR RELATIONSHIP STATEMENT

Each student organization is required to select an advisor who is a faculty or staff member at the University at Albany. Organization officers are responsible for all communication with their advisor. It is important for an advisor to understand that an organization and its members want and need different things at different times. It is helpful to talk early in the year with organization members to determine what roles, style, and functions you may want to use for the year. Advisors and officers are encouraged to discuss expectations of each other.

Role and Responsibilities of Advisors

Faculty/Staff Advisors voluntarily serve in their role as a Student Organization Faculty Advisor. All Advisors are expected to mentor club officers as needed and will be invited to attend an Advisor Training Meeting with The Office of Student Involvement & Leadership.

Some Tips for Advisors:

- Be familiar with the governing documents of their respective organizations
- Be familiar with UAlbany's policies and rules which govern registered student organizations found in the [Student Organization Handbook](#)
 - Additional guidelines for club sports can be found in the [Club Sports Handbook](#)
 - Additional guidelines for Fraternities and Sororities can be obtained by contacting Student Involvement & Leadership at 442-5566
- Encourage members to adhere to these policies as well as to obey local, state, and national laws
- Be listed on the organization's roster on MyInvolvement.org
- Meet regularly with the officers to offer input into the club's decision-making processes, but should not assume a leadership role in the organization
- Help to develop leaders by encouraging the growth of initiative, responsibility, and leadership in the club's student officers and student members of the club
- Lend experience, judgment and knowledge and assist the officers and members in the development of the club
- Provide continuity and historical context of organization and University policies and procedures whenever possible
- Offer assistance in developing and overseeing the club budget
- Offer assistance in officer transitions.
- Obtain copies of constitutions, agendas, minutes, calendars and organizational materials so that they are aware of what is going on and so that they have records to help present to future members.
- Challenge members to excel academically