ELIZABETH CITY STATE UNIVERSITY
ADVISOR’S FORM

_______ - ________ (YEAR)

(Please type or print legibly)

It is important that advisors understand the responsibilities involved before making a commitment to a student group. Those responsibilities include:

Assist officers in understanding their duties, administering programs and plans, organizing projects and making appropriate transitions.

See that the continuity of the organization is preserved through a constitution, minutes, files and traditions.

Encourage use of parliamentary procedures and ensure that meetings are conducted in an orderly, efficient manner. Advisors must be present at the organization’s elections to assure that Robert’s Rules of Order are followed.

Attend as many organization meeting as possible. You must attend all events.

Be a source for the students especially in regard to understanding university policies, regulations and services.

Be generally available to assist the organization.

My signature indicates that I agree to the above terms.

__________________________
Signature

__________________________
Date

__________________________
Club or Organization