**Faculty / Staff Advisor Responsibilities**

**Recognized Student Organizations**

A faculty/staff advisor can become one of the club's most valuable assets. As a professional member of the Chapman community, they provide a communications link between the club and the Department of Student & Campus Life.

The following lists basic responsibilities for Faculty/Staff Advisors:

* Assist the club in developing an understanding of and fulfilling its mission and purpose at Chapman. Assist the club in understanding and exemplifying the Chapman University Code of Conduct and the mission of the University.
* Help the club navigate campus resources, policies & procedures such as calendaring rooms, submitting check requests, and publicity for events. Serve as the authorized signature for all official University documents for the organization.
* Ensure that the organization maintains good status by re-registering by the deadline at the end of each semester and attends all mandatory President’s meetings & Associated Students House Meetings (if applicable).
* Be a liaison between the club and the University – share chapter successes and university information.
* Challenge and support the club to continuously grow and improve.

The following lists additional areas in which the Faculty/Staff Advisor may assist the club:

* Help the club set and achieve their goals.
* Assist in mediation between club members and executive council.
* Attend regular club meetings as well as events (some events require an advisor to be present).
* Meet with one of the Student Organization Assistants during the semester to learn more about the resources available to the student organization.

The following gives an approximate idea of time commitment involved with this role:

* 1 – 4 hours per month / 12 months per year.
* Be available during scheduled office hours to sign forms, address questions, meet with (or set meetings with) club members.
* Attend a Student Organization Advisor’s meeting; 1 per year.