

## Organizational Advisor Agreement and Liability Contract

Out-of-class experiences are a critical component of a Truman education. Student organizations provide a critical opportunity for students to gain a sense of belonging, develop self-awareness/reflection and communication skills, practice team building, leadership, problem solving, and event management skills, and apply concepts learned in the classroom to organizational activities. Truman students will learn more effectively from their student organization activities when an involved and committed faculty and/or staff member is identified and recognized as the faculty/staff advisor to the organization, and student organization advising responsibilities are considered as part of their assigned duties at Truman.

I, \_\_\_\_\_ as the faculty advisor for the organization, \_\_\_\_\_, understand that I am the University's representative within the organization, and that I am expected to give reasonable and sound advice to my organization regarding programs, use of facilities, and operational procedures. My expectations are established by my group's constitution or by-laws. The organizational representative, \_\_\_\_\_, and I have discussed what is expected of me.

I understand that Truman's liability coverage for the risks assumed by an advisor to a student organization will apply provided that I appropriately carry out the following responsibilities:

- Understand the group's goals, have knowledge of its constitution and/or by-laws (as well as national structure if applicable), and be aware of its proceedings through meeting with the president and regular communication with the organization/executive board.
- Keep the organization informed of University policies and institutional matters, and serve as a professional liaison between the organization and the institution.
- Assist the organization in matters regarding development, advancement, and specific concerns of its members.
- Serve as a consultant in risk management practices and assist with such decisions.
- Stay informed of financial proceedings and assist in correcting any financial issues or concerns.
- Ensure that the organization follows all University rules as well as local, state, and federal laws, and ensure that members understand the obligation to comply with mandated reporting policies in the event of violations of health/safety concerns, Title IX/other discrimination violations, and any reported or observed illegal activities.
- Ensure that the organization renews its yearly registration form with the CSI and fulfills other procedural requirements, as well as being familiar with policies established and paperwork required by the CSI.
- Provide constructive criticism as well as positive feedback when necessary.

Additional duties:

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\*Failure to fulfill the responsibilities above may result in personal liability in the event of violations of health/safety concerns, Title IX/other discrimination violations, and any reported or observed illegal activities attributed to the organization.

**Note: The association between an advisor and his/her organization should continue as long as both parties believe the relationship is productive and mutually satisfactory. When such a relationship no longer exists, the advisor should resign and/or request a replacement.**

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Student Organization Advisor (Print)

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Student Organization Advisor Signature

Date

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Organizational Representative (Print)

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Organizational Representative Signature

Date