

harvard college office of student life & activities ORGANIZATION ADVISOR ANNUAL AGREEMENT

ADVISOR FUNCTIONS AND RESPONSIBILITIES

of Faculty, Graduate and Staff Advisors, or Trustees of undergraduate organizations of Harvard College

The functions of student organization advisors or graduate trustees of recognized student organization are two-fold. First, they endeavor to make a positive contribution to the healthy growth and functioning of an undergraduate organization by giving constructive advice and aid of various kinds. Second, they can help prevent or cure undesirable situations that may develop, or, if necessary, bring them to the attention of the Office of Student Life and Activities and Dean Judith Kidd or Dean Paul J. McLoughlin II (495-1558).

The role and importance of advisor and trustee responsibility will vary with the nature and past history of the specific organization. For example, advising a prominent publication will differ from advising a more esoteric activity with few financial affairs and less visibility. But in any case, the faculty, staff, graduate advisor or trustees should act in accordance with the basic policies of Harvard College. Their role shall be purely advisory unless some special crisis arises requiring drastic intervention. In any such case consultation with Deans Kidd and McLoughlin will naturally be involved.

Each undergraduate organization must have at least ONE advisor; all must be officers of the University. Advisors may derive from any of the Schools at Harvard University. Advisors need not be faculty. Advisors should have an interest in the activities of the organization and be able to

contribute in meaningful ways. Organizations may have as many advisors as they wish. In addition, some larger organizations have graduate advisors or trustees.

Faculty, staff, graduate advisors or trustees have no legal responsibility for undergraduate organization debts. However, debts incurred by undergraduates should always be a matter of concern to advisors or trustees since their debts reflect on the good name of the organization and ultimately of Harvard College.

Advisors and trustees should be familiar with the regulations for undergraduate organizations, which are printed and available on-line in the *Student Organizations Handbook*.

When securing advisors for an organization, the group must submit a letter from the advisor(s) stating that he or she has read this statement and agrees to serve the group in this capacity. This page can serve that function. The document with the original signature(s) must be filed with the Office of Student Life and Activities in the Office of the Dean of Harvard College annually. Advisors will be asked to re-confirm their advisory capacity annually, during student organization re-registration at the start of each fall semester.

Advisor Name _____

Advisor Title _____

Advisor Signature _____ Date _____

(Second Advisor Optional)

Advisor Name _____

Advisor Title _____

Advisor Signature _____ Date _____