

## Recognized Student Organization Advisor-RSO Agreement

### Purpose

This agreement outlines the roles, responsibilities, and expectations of the advisor to the \_\_\_\_\_ Recognized Student Organization at the University of Nebraska at Kearney. The purpose is to ensure a mutually beneficial relationship that supports the organization's goals and the advisor's professional development.

### Advisor Information

- **Name:**
- **Title/Department:**
- **UNK Email:**
- **Phone:**

### Organization Information

- **Organization Name:**
- **Organization President/Chair:**
- **UNK Email:**
- **Phone:**

### Roles and Responsibilities of the Advisor

The advisor agrees to:

1. **Support and Guidance:**
  - a. Provide guidance and support to the organization's officers and members.
  - b. Assist in the development of goals, strategies, and activities.
2. **Meeting Attendance:**
  - a. Attending general meetings, executive board meetings, and other significant events as needed or agreed upon.
  - b. Offer feedback and suggestions during meetings.
3. **Leadership Development:**
  - a. Encourage leadership development among organization members.
  - b. Facilitate training sessions or workshops on relevant topics if appropriate.
4. **Institutional Compliance:**
  - a. Ensure the organization complies with college/university policies and procedures.
  - b. Assist with navigating administrative processes and securing necessary approvals.

5. **Financial Oversight:**
  - a. Provide advice on budget planning and financial management.
  - b. If the organization receives UPFF Funding, it is up to the advisor to work with Student Government and the Student Engagement Office Coordinator on purchasing items for events.
  - c. Review and sign off on financial documents as required by institutional policy.
6. **Conflict Resolution:**
  - a. Assist in mediating conflicts within the organization when necessary.
  - b. Provide a neutral perspective to help resolve disputes.
7. **Communication:**
  - a. Maintain regular communication with organization leaders.
  - b. Be accessible for consultation and support.
8. **Program Planning and Risk Management:**
  - a. Assist in the planning and execution of events and activities.
  - b. Ensure that all events are planned with risk management considerations.
9. **Mentorship:**
  - a. Serve as a mentor and role model for students.
  - b. Encourage academic and personal growth.

## **Roles and Responsibilities of the Student Organization**

The student organization agrees to:

1. **Communication:**
  - Keep the advisor informed about all meetings, events, and activities.
  - Provide meeting agendas and minutes in advance.
2. **Engagement:**
  - Actively seek the advisor's input and incorporate feedback.
  - Engage the advisor in discussions on strategic planning and problem-solving.
3. **Compliance:**
  - Adhere to all college/university policies and procedures.
  - Ensure that the organization operates within its constitution and bylaws.
4. **Leadership Transition:**
  - Involve the advisor in the transition process between outgoing and incoming officers.
  - Provide adequate training and documentation for new leaders.
5. **Respect and Professionalism:**
  - Treat the advisor with respect and professionalism.
  - Value the advisor's time and contributions.

## Duration and Review

- **Term:** This agreement is valid for the academic year [Year] and will be reviewed annually.
- **Review Meetings:** The advisor and organization leaders will meet at the beginning and end of each semester to review the agreement and discuss the advisor's role and contributions.
- **Advisor Change:** If a new or additional advisor assumes that role, the outgoing advisor, new advisor or student leader will inform the Student Engagement Office of this change and revise the information in the organization's Engage/LoperLinks page.

## Signatures

By signing below, both parties agree to fulfill the responsibilities and expectations outlined in this agreement.

**Advisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Organization President/Chair Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_