



### **Guidelines for Student Organization Advisors**

Student organizations at the University of San Francisco School of Law benefit from having an advisor that is a USF faculty member, USF alumni, or practitioner in the local community. To enjoy these benefits, an effective student organization advisor should adhere to the following guidelines:

- a. Assist the organization in fulfilling its mission and purpose.
- b. Be knowledgeable of the organization's constitution and bylaws and assist the organization's members in interpreting them.
- c. Be knowledgeable of the School of Law policies and procedures regarding student organizations and ensure the organization's compliance.
- d. Be aware of the organization's activities.
- e. Be aware of the organization's financial standing and all financial transactions using the organization's funds.
- f. Attend organization meetings.
- g. Attend executive board meetings.
- h. Fulfill any additional responsibilities of an advisor for the organization as named in the organization's constitution.

You might also consider having the advisor sign an agreement that acknowledges these various responsibilities and includes information about the advisor's employer, position, phone number, and email address.