Responsibilities of the Student Organization to the Advisor

1. **Meeting** regularly with your advisor to discuss organization matters. Be open-minded and respectful towards your advisor’s thoughts and ideas.

2. **Notifying** *(and inviting)* the advisor of all general body meetings, planned programs and events. Advisors should be *incentivized* to be part of your organization’s activities.

3. **Sharing** copies of meeting minutes, publicity and media. Advisors should be updated on your organization’s involvement on campus.

4. **Opening** lines of communications to facilitate the exchange of responsibilities. Co-developing a job description is advised.

5. **Consulting** the advisor prior to making any significant changes to the structure of the organization, and when promoting speakers events.