Role of the Advisor
The role of the advisor will vary based on the needs of the individual student group. Advisors should have a committed level of interest in the mission and purpose of the organization. Involvement in student group activities may vary, but it should also be understood that an advisor may have to go beyond the constraints of “9-5” to support the student group. It is encouraged that the advisor’s role should go beyond signatory forms, but it should also be understood that the advisor not run the group. The knowledge and expertise of advisors can provide continuity for members, helping to ensure the success and longevity of the student group. The relationship between advisor and member is unique and is defined by the expectations set by both parties.

Advisor Requirements
- Must be an employee of Carnegie Mellon University’s Qatar campus in a faculty or staff position
- Be knowledgeable of CMUQ’s policies and procedures
- Be familiar with the constitution and bylaws of the student group and assist with their interpretation
- Be knowledgeable of the student group’s financial condition
- Keep continuous open communication with the officers and members

Advisors are encouraged to do the following
- Assist the individual student within the context of the student group
- Become involved in the learning process
- Serve as a mentor for the both the individual and group as a whole
- Encourage and assist the group in setting goals and maintaining their budget
- Be available to the executive board for consultation
- Promote involvement and discussion
- Attend meetings and events as often as possible
- Challenge students to strive for more and support them in their efforts

Students responsibilities to the advisor
- The executive board must regularly communicate with the advisor
- Include the advisor in establishing a schedule of meeting and planning events
- Discuss club finances with the advisor
- Consult advisor before any changes policies or structure are made and before major projects are undertaken
- Understand that, although advisors have no vote, they can contribute valuable information and insight
- Remember that the responsibility for the success of the group rests ultimately with the student group, not the advisor

By signing this agreement, I agree that I have reviewed the club’s recognition application and have an understanding of the general responsibilities of the Advisor. We have also discussed and agreed upon the expectations and responsibilities of my role as their Advisor.

Advisor Name (Printed) ____________________________ Advisor Signature ______________ Date __________
By signing this agreement, I agree to work with my advisor throughout the year to help promote my learning and the club’s growth. We have also discussed the expectations and responsibilities of my role as a student leader.

Student Name (Printed) ____________________________ Student Signature ______________ Date __________