

## Responsibility of Student Organization Advisers

Despite differences in the level of involvement, all student advisers have basic responsibilities for their organization as described in Vanderbilt University's Student Organization Manual. All advisers should do the following:

- Promote annual registration of the organization with the Office of Student Organizations
- Act as an interpreter of University policies that govern registered student organizations
- Provide guidance in planning programs and events and encourage students to plan safe events and manage their risks.
- Encourage and assist the group in setting annual organizational goals
- Encourage officers to maintain accurate records
- Provide continuity from year to year in the face of frequent officer turnover
- Ensure students work within their annual budget as they plan activities