



HARVARD COLLEGE

Office of Student Life

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Organization Name: _____

ADVISER FUNCTIONS AND RESPONSIBILITIES of Faculty, Graduate and Staff Advisers, or Trustees of undergraduate organizations of Harvard College

The functions of student organization advisers or graduate trustees of recognized student organization are two-fold. First, they endeavor to make a positive contribution to the healthy growth and functioning of an undergraduate organization by giving constructive advice and aid of various kinds. Second, they can help prevent or cure undesirable situations that may develop, or, if necessary, bring them to the attention of the Office of Student Life and Dean David Friedrich (495-1558).

The role and importance of adviser and trustee responsibility will vary with the nature and past history of the specific organization. For example, advising a prominent publication will differ from advising a more esoteric activity with few financial affairs and less visibility. But in any case, the faculty, staff, graduate adviser or trustees should act in accordance with the basic policies of Harvard College. Their role shall be purely advisory unless some special crisis arises requiring drastic intervention. In any such case consultation with Dean Friedrich will naturally be involved.

Each undergraduate organization must have at least ONE adviser; all must be officers of the University. Advisers may derive from any of the Schools at Harvard University. Advisers need not be faculty. Advisers should have an interest in the activities of the organi-

zation and be able to contribute in meaningful ways. Organizations may have as many advisers as they wish. In addition, some larger organizations have graduate advisers or trustees.

Faculty, staff, graduate advisers or trustees have no legal responsibility for undergraduate organization debts. However, debts incurred by undergraduates should always be a matter of concern to advisers or trustees since their debts reflect on the good name of the organization and ultimately of Harvard College.

Advisers and trustees should be familiar with the regulations for undergraduate organizations, which are available on-line in the *Student Organization Handbook*.

When securing advisers for an organization, the group must submit a letter from the adviser(s) stating that he or she has read this statement and agrees to serve the group in this capacity. This page can serve that function. The document with the original signature(s) must be filed with the Office of Student Life and Activities in the Office of the Dean of Harvard College annually. Advisers will be asked to re-confirm their advisory capacity annually, during student organization re-registration at the start of each fall semester.

Adviser Name _____

Adviser Title _____

Adviser Signature _____ Date _____

(Second Adviser Optional)

Adviser Name _____

Adviser Title _____

Adviser Signature _____ Date _____