



Registered Student Organization (RSO) Advisor Letter of Agreement

In signing below, I affirm that I, _____, have been selected by _____ and will serve as an active advisor, participant, and supervisor of the aforementioned RSO during the _____ term. I have read and understand the expectations outlined in the RSO Manual, and I am willing to serve as advisor to the Registered Student Organization named above. I also affirm that I meet the required qualifications to be a faculty or staff member of the College of Southern Maryland. A space has also been provided for the signature of my supervisor to indicate that a discussion regarding these expectations has taken place between my supervisor and myself. The signature of the Dean of Student Development will confirm the appointment of the student club or organization advisor.

I understand that as an advisor I agree to assume the following duties:

1. Be knowledgeable of CSM policies, procedures, and guidelines.
2. Assist in the maintenance of RSO files and form submissions.
3. Assist in the upkeep of the RSO roster.
4. Communicate regularly and effectively with RSO members, RSO executive officers, the Registered Student Organization liaison, and the Student Life team.
5. Attend all official RSO meetings or communicate with the Registered Student Organization liaison and Student Life team prior to the meeting for substitute approval.
6. Attend any official RSO programming or communicate with the Registered Student Organization liaison and Student Life team prior to the meeting for substitute approval.
7. Provide guidance to RSO members and officers to resolve all internal disputes or concerns.
8. Serve as a resource for CSM Student Life team by conveying feedback, concerns, barriers, successes, and questions with staff and the Registered Student Organization liaison.

Advisor Signature

Date

As this employee's supervisor, I support his/her decision to advise a Registered Student Organization and recognize that, although not necessarily included in his/her job description, this role does support the mission of the College and provides a service to students, which does correspond with general job responsibilities.

Supervisor Title/Signature

Date

Dean of Student Development

Date

Vice President, Student Equity and Success

Date