



# Advisers

## The Adviser Role

The role of the RSO Adviser is to provide guidance to the student organization(s) they advise in operational functions, continuity between years, and adherence to university policies and procedures. For undergraduate only RSOs, the adviser must be a MSU faculty member, staff member, or graduate student. For graduate student RSOs, the adviser must be either a MSU faculty or staff member. Advisers should approach the work in a way that empowers the students to critically think and work through the management of their organization. All processes, procedures, responsibilities, best practices and resources for Advisers, can be found in the Adviser Handbook.

## Finding an advisor

- The RSO can reach out to any faculty member, staff member, or graduate student to be the RSO adviser.
- A RSO should know or be willing to get to know the adviser and create a relationship.
- The adviser should be willing to be involved with the organization and it helps to have an adviser whose interests and passions align with the RSO.
- If you need assistance in identifying an adviser, please contact the RSO Team at [involve@msu.edu](mailto:involve@msu.edu).

## Accepting the Adviser Role on Involve@State

Each year, after the organization's registration is accepted by the RSO Team, each adviser will be notified to log into [Involve@State](#) and accept their roles. In order to accept the role, the adviser will need to accept "Membership" into the organization first. Then, the option to accept the "Adviser Role" will become available. Involve@State considers Advisers as members and therefore must acknowledge both in the acceptance process.

## The RSO's Responsibility to the Adviser

- Maintain current Adviser on the RSO roster in [Involve@State](#).
- Notify the adviser of all meetings and events.
- Consult with the adviser in the planning of projects and events.
- Notify the adviser of reimbursements, payments, etc. of over \$500 from an on-campus account.
- Seek advice and guidance on university policy.
- Consult with the adviser before any changes are made in the structure of the RSO or in the policies of the RSO and before major projects and programs are undertaken.
- Understand that while the adviser has no vote, the advisor does have speaking privileges at meetings.
- The responsibility for the success or failure of RSO projects rests ultimately with the RSO, not the adviser.
- Talk over any problems or concerns with the adviser.
- Acknowledge that the adviser's time and energy are donated, and express appreciation.



- Try to be clear and open about your expectations for your adviser's role.
- Periodically, evaluate your adviser and give appropriate feedback. RSO Team members can offer suggestions for feedback forms.