

**HONG KONG BAPTIST UNIVERSITY
OFFICE OF STUDENT AFFAIRS**

Role and Responsibilities of Advisors to Student Organizations

Every student organization must have at least one full-time teaching or managerial/professional staff and above at the University to serve as its Internal Advisor.

The role and responsibilities of advisors are as follows:

1. To advise on and periodically attend the organization's activities;
2. To explain the University policies and regulations to students and reflect student opinions to the Director of Student Affairs whenever deemed necessary;
3. To ensure the organization's activities are in line with the University tradition and culture, and in accordance with constitution of the organization;
4. To acknowledge the financial report which has been prepared by the financial secretary, endorsed by the president and approved at the Annual General Meeting of the Student Organization concerned.



Information of Advisor

Name: _____

Position: _____

Department: _____

Organization/Institution: _____ (for external
adviser only)

Contact Number: _____

E-mail address: _____

Consent of Advisor

I hereby give my consent to serve as the Advisor of the
_____ (name of student organization)

during the academic year of _____.

Signature

Date