**Faculty Liaison Policy**

All student organizations must have at least one liaison who is a member of the University faculty or full-time administrative staff. Liaisons serve for a year term and must be renewed yearly. There is no limit to how many consecutive years a liaison may serve. In selecting a liaison, the group should seek someone who shares with them the interests around which their organization is formed. The liaison’s leadership and guidance is both welcome and expected for all activities and events. A group may choose to have more than one liaison, but must designate only one liaison as the primary for the group. If the primary liaison resigns, the organization has the responsibility to find a new liaison within two months. The liaison's name should be submitted to the OSL for review prior to the potential liaison being contacted by the student group.

All student organizations must coordinate with the OSL for events and endeavors. This is to ensure compliance with university policies and efficient coordination of the calendar (to avoid conflicting events to the greatest extent possible).

**Philosophy of being a Liaison**

The role of a liaison is crucial to the success of the student organization. Not only can a liaison assist in maintaining a group and generally help to avoid difficulties, s/he can contribute to the growth and development of the organization as well as of individuals. Student groups need liaisons who can provide advice and direction, yet not dictate. It is important that the students have opportunity to learn by their successes as well as their mistakes. It is no surprise that at times liaisons' opinions and ideas are challenged. This is the sign of healthy and open relationships. It is clear that a good liaison plays an active role in the organization's life and it is probably advantageous to accept a position as liaison to a group whose interests parallel those of the liaison. Further, one must be prepared to fulfill the expectations of a liaison before accepting an invitation to serve in that capacity.

In general, liaisons are part of a three-way partnership involving themselves, the organization, and Student Affairs. They should not hesitate to contact Student Affairs to discuss organizational problems or plans or changes in organizational status that may be of interest or importance to the university.

The voluntary association between liaison and their respective groups should continue as long as both parties believe the relationship is productive and mutually satisfactory. Both the student group and the liaison should feel free to stop their affiliation with one another if it is in the best interests of either party. This association should be reexamined every year.

**Liaisons Roles in Advising Student Organizations**

Responsibilities of Liaisons and the OSL

|  |  |
| --- | --- |
| Liaison | Office of Student Life |
| Attend meetings as needed | Assist with building reservations |
| Assist in planning events | Assist with financial management & fundraising logistics |
| Provide direction, leads, resources, and connections to identify speakers and expertise | Ensure compliance with university policies for alcohol, travel, logo use, building use, etc. |
| Assist with events, fundraising and activities | Register organizations |
| Plan approved travel | Approve speakers |
| Invite approved speakers | Organize conferences |
| Encourage compliance with OSL and university policies | Organize & approve travel as needed |

**Responsibilities of the Liaison, as They Relate to the Above-Mentioned Duties:**

1. Teaching and Consulting
   1. Attend meetings with the organization to assist with the development programs.
   2. Discuss organizational goals and directions.
   3. Discuss the financial status of the organization including identification of problems and their potential solutions.
   4. Discuss internal organizational difficulties (communications, delegation of responsibilities, etc.) and to assist the officers with their resolutions.
2. Availability to meet with organization officers and/or members when they request help.
   1. Be familiar with the constitution and bylaws of their respective organization in order to render assistance.
   2. Offer advice and counsel when necessary.
   3. Help the organization seek its own solutions to problems or resolution of conflicts.
   4. Promote ethical behavior both within the organization and between the organization and others.
3. Individual Guidance and Referral
   1. Serve as a personal confidant in organization-related matters. Often the most effective response is to serve as a facilitator to help the group or individuals deal with the problem him or herself.
   2. Serve as a counselor to individuals with personal problems unrelated to their organization affiliations. If possible, liaisons can handle this directly or a referral can be made to other University resources (i.e., Student Personal Counseling, Student Health, University Ministry, an Academic Dean, Student Affairs, etc.).
   3. Develop a sense of awareness of the organization's personality and of the general dynamics of the group will allow the liaison to anticipate problems and avoid major difficulties.
4. Interpretation of University Policy
   1. Be familiar with the institution's policies and rules that govern registered student organizations as outlined in the *Student Organization Leadership Handbook* and the *Student Handbook*.
   2. Be willing and prepared to tell her/his group that what it is doing, or planning to do, is not in accord with University policy.
   3. Assist the organization in maintaining a fiscally responsible attitude and following University policies and procedures in this area.
5. Supervision
   1. Attend appropriate meetings of their respective organization.
   2. Attend various major functions of their organizations.

**Annual Duties:**

The faculty/staff liaison should meet annually with the new org leadership in the spring at the time of annual org registration. He/she must review the Advisor Role/Responsibilities Clarification Worksheet (found on LUCommunity) and fill it out with the org leader.