**Student Section Faculty Advisor**

**Purpose:** The faculty advisor must be an ASSP member who strongly supports ASSP’s functions and goals. The advisor must be an active member of the sponsoring ASSP chapter. A faculty advisor should be assigned to the academic unit that offers the degree program that is intended to prepare students for the safety profession or one of its relevant specialties. The sponsoring chapter should collaborate closely with the faculty advisor.

**Responsibilities of the Faculty Advisor:**

* Provide continuity for the organization
* Be aware of university policies and be able to interpret them
* Attend regular student section meetings, social events and sponsoring chapter meetings
* Meet with student section officers before regular meetings
* Monitor the section’s financial activities
* Approve a list of student member graduates to ASSP
* Be familiar with ASSP philosophy and purpose as well as ASSP bylaws and the student section's bylaws
* Sign social permits, speaker forms and financial forms
* Encourage student members to participate in activities of the student section and sponsoring chapter
* Help facilitate a fluid relationship between the student section and sponsoring chapter
* Suggest suitable service projects
* Help students develop leadership skills and grow professionally by offering opportunities to acquire greater knowledge and practical experience
* Advise student section officers and members on program planning

**Responsibilities of the Student Section to the Faculty Advisor:**

The faculty advisor and student section officers must work together often. Section officers are responsible for the following:

* Inform the faculty advisor, in advance, of meetings and social events
* Inform the faculty advisor of any changes in meeting times or social functions
* Plan meetings and programs with the faculty advisor
* Inform the faculty advisor of any problems that may arise, whether with members of the section, ASSP, the sponsoring chapter or the university
* Keep the faculty advisor informed of all issues relevant to the student section
* Provide the faculty advisor with meeting minutes and other documents
* Provide the faculty advisor with a list of all student section officers, including e-mail addresses, telephone numbers and addresses, for submission to ASSP
* Provide faculty advisor with copy of student section members attendance sheet after each meeting
* View the faculty advisor as a valuable resource in matters of university policy