



Top Ten Ways to Become Advisor of the Year

1. Make each member aware of the necessity of their role. Have clearly defined position descriptions and give everyone a title.
2. Have the students set expectations of each other and group norms.
3. Let them make healthy mistakes. Don't pick up the pieces unless it will be harmful to the individual or the organization.
4. Trust them!
5. Have students occupy the central role in developing mission statements, goals, vision statements and yearly plans.
6. Include students in all aspects of the functioning of the organization (programs, budgets, recognition, etc.).
7. Know the students well enough individually to give each of them the proper balance of challenge and support that will enable them to do their best work.
8. Hold students accountable (but in a way that is respectful of them and with their education and development as the goal).
9. Know the students' cultural blueprints. Acknowledge, utilize, and value their differing ideas, traditions, experiences, and histories.
10. Give students the credit (and make sure everyone else does too!).

The Road to Your Organization's Doghouse

1. Talk about your group negatively to non-members...help insure they have a poor reputation.
2. Do not attend any meetings, then be sure to complain and get mad when you do not know what is going on.
3. Never help your group solve a problem. Let them solve all their problems...alone.
4. Be sure to help run the meetings, interjecting comments and delegating responsibilities for every activity and program.
5. Never attend a social function.
6. Make sure you point out every error and organizational flaw of the group. After all, praise is not necessary.
7. Always protect the group from mistakes by stopping an activity that you know will not work. Make sure you tell them, "I know it won't work."
8. Get bored with your position as advisor, fail to fulfill your responsibility but do not quit. They need you, don't they?
9. What's a warm fuzzy?
10. Try to please everyone. In doing so, you become wishy-washy on policies and procedures. As a result you will please no one.



Role of the Advisor

Student organizations do not become successful simply on their own. Behind every successful group there are important and influential people. A student organization advisor is key to a group's success. Their guidance and support allow members of student groups to develop skills to successfully carry out the mission of the organization. Good advisors inspire, support, and challenge their groups so they can reach their highest levels of success.

Oftentimes the advisor and the members of an organization have different ideas of what an advisor's responsibilities are or should be. It is important that both the members and the advisor understand what role the advisor will take. When beginning to work with a new organization or beginning another year with the group it may be beneficial to meet with the organization's leaders to discuss the advisor role. It is very important that both the students and the advisor understand their expectations.

Exceptional Advisors...

- Build a good rapport with students in the organization they advise. Only through building good relationships with the group members can advisors be effective and influential. Advisors begin building rapport simply by knowing everyone in the organization and attending group functions.
- Find a good balance between being overly involved and under-involved. Advisors set principles and offer guidance and do not directly do the work which is the responsibility of the students.
- Strive for the group to be self-sufficient where the members resolve their own conflicts and solve their own problems. Students grow more from their own choices than following orders.
- Allow the group to fail. Although this is often a difficult thing to watch, it is very powerful in developing student leaders. Failure can be the best learning experience. It is also important that the advisor not take responsibility for an organization's failures. The choice of whether or not to act is the students' decision. An advisor feeling overly responsible is most likely too involved in the group.
- Model the behavior they would like to see repeated. When a good rapport has developed students will model themselves after their advisor.
- Provide members with constant support but also challenge leaders to continue developing themselves and the organization.
- Develop a presence at organization meetings and functions.

Suggestions for Advisors

The relationship between an advisor and an organization will vary, not only with each organization, but from time to time within an organization. Nevertheless, the general concerns of the advisor remain constant. Below is an outline of expectations of a faculty advisor in order to give both the advisor and the organization a base from which to develop a mutually beneficial relationship.

1. The advisor recognizes and supports participation in student organizations for its contribution to the educational and personal development of students.
2. Advisors should work with student organizations but should not direct or dictate the organization's programs or activities. Advisors should be frank, however, in offering ideas for the group's discussion.
3. The advisor should stay well informed about the plans and activities of the group. It is expected that advisors will attend as many meetings and activities of the group as possible and will consult frequently with the student officers.
4. The advisor must be aware of the goals and directions of their organization and help the group evaluate its progress toward reaching those goals.
5. The advisor can provide continuity within the group from year to year. He or she should be familiar with the constitution and bylaws of the organization and be prepared to assist with the interpretation of such.
6. Advisors ensure the group's compliance with College policies and procedures.
7. Advisors should provide financial supervision to the organization. Advisors should also be aware of the general financial condition of the organization and make sure the group is keeping accurate and accessible financial records.
8. The advisor should assist in orienting new officers and assist in developing the leadership skills of members.
9. The advisor should be prepared to deal with major problems or emergencies within the organization.
10. Advisors monitor group functioning and encourage members to fully participate, assume appropriate responsibility for group activities, and maintain a balance between academic activities and extra commitments.
11. The advisor must be a link to the College administration and serve the group as a resource person.
12. The voluntary association between an advisor and an organization should continue as long as both parties believe the relationship is productive and mutually satisfying.



Role of the Advisor

This form is designed to help advisors and student officers determine a clear role for advisors in matters pertaining to student organizations. Directions: The advisor and each officer should respond to the following items, then meet to compare answers and discuss any differences. For any items determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that responsibility. For each statement, respond according to the following scale:

- | | |
|----------------------------------|-------------------------------------|
| 1. Essential for the advisor | 4. Would prefer not to do |
| 2. Helpful for the advisor to do | 5. Absolutely not an advisor's role |
| 3. Nice, but they don't have to | |

1. Attend all general meetings __
2. Attend all executive committee meetings __
3. Attend all other organizational activities __
4. Explain College policy when relevant to the discussion __
5. Help the president prepare the agenda before each meeting __
6. Serve as a parliamentarian for the group __
7. Speak up during discussion __
8. Be quiet during general meetings unless called upon __
9. Assist organization by signing forms only __
10. Speak up during discussion when he/she has relevant information or feels the group is making a poor decision __
11. Take an active part in the creation of group goals __
12. Indicate ideas for discussion when he/she believes they will help the group __
13. Be one of the group except for voting and holding office __
14. Request to see the treasurer's books at the end of each semester __
15. Check the secretary's minutes before they are distributed __
16. Receive copies of official correspondence __
17. Store all group paraphernalia during the summer and between changeover of officers __
18. Keep official file in his/her office __
19. Inform the group of infraction of its bylaws, codes and standing rules __
20. Keep the group aware of its stated objectives when planning events __
21. Mediate interpersonal conflicts that arise __
22. Be responsible for planning a leadership skill workshop __
23. State perceptions of his/her role as advisor at the beginning of the year __
24. Let the group work out its problems, including making mistakes __
25. Insist on an evaluation of each activity __
26. Take the initiative in creating teamwork and cooperation among officers __
27. Let the group thrive or decline on its merits; do not interfere unless requested to do so __
28. Represent the group in any conflicts with members of the College staff __
29. Be familiar with College facilities, services, and procedures for group activities __
30. Recommend programs and speakers __
31. Take an active part in the orderly transition of responsibilities between old and new officers __
32. Cancel an activity when he/she believes it has been inadequately planned __

Advisor Evaluation

Circle the appropriate response.

Do you know your advisor's name?	Yes	No
Have you sought advice from your advisor?	Yes	No
Has your advisor had a positive impact on your organization?	Yes	No

1. Assists in goal setting for the group	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
2. Attends meetings regularly	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
3. Supplies useful information about College policy and procedures	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
4. Aides group leaders in running effective meetings	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
5. Gives leaders autonomy over group projects	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
6. Is reachable	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
7. Is approachable	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
8. Gives support and encouragement to group members	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
9. Sets high expectations for student success	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
10. Models appropriate behavior	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
11. Generally has a good relationship with leaders and members	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
12. Has developed appropriate boundaries with group members and leaders	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree