

The Role of the Advisor

By sharing knowledge about the university and personal experiences, the advisor can assist the organization in the conduct of its activities. Advisors should encourage and advise the organization in carrying on an active and significant organization and work with the officers to promote the effective administration of the organization. In addition, valuable, mutually rewarding, co-curricular relationships between students and Advisors are fostered.

The relationship between an advisor and an organization will vary from year to year and individual to individual. However, the student/advisor relationship can be crucial to the success of an organization. The list that follows contains possible roles of an advisor. It is important that the advisor and the organization communicate their expectations to each other. The advisor should be very clear about the things he/she will do and the things he/she will not do. Of course, the expectations will vary according to the needs of the organization and advisor.

- Advisors should work with student organizations but not dictate the group's programs or activities. However, advisors should be frank in offering suggestions, considerations or ideas and discussing possible consequences.
- The advisor should be well informed about the plans and activities of the organization. The expectation is that the advisor will attend some meetings and will consult frequently with the organization's officers.
- The advisor should know the goals and direction of the organization and should help the group evaluate its progress.
- The advisor should be aware of the constitution and/or bylaws of the organization and help with interpretation, if applicable.
- The advisor provides a sense of continuity within the organization and should be familiar with the organization's history.
- The advisor should be familiar with university policies and procedures and help the organization comply with them.
- The advisor should be aware of the general financial condition of the organization and encourage good record keeping.
- The advisor should help in training new officers and help them develop their leadership skills.
- The advisor should be prepared to deal with major problems or emergencies within the organization.
- The advisor should warn the student organization of risks of injury and liability in connection with their activities, as well as provide warnings to the organization or its officers if they are concerned with the organization's operations.
- The advisor should monitor group functioning and encourage members to fully participate, to assume appropriate responsibility for group activities and to maintain a balance between academic activities and co-curricular commitments.
- The advisor should NOT run the organization, by reserving the right to approve or control its decisions and activities.
- The advisor should NOT serve as the student organization's treasurer, bookkeeper, accountant, auditor or secretary.