

Adviser Information

Student organization advisers play a vital role in assuring that the organization experiences will be meaningful to its students. The most successful organizations are those in which the adviser takes an active interest in the development of the group. Although specific responsibilities may vary, organization advisers are responsible for three primary functions:

1. **Continuity** -- ensured officer transition and shared historical perspective
2. **Align mission** with institutional mission -- assist in program purpose and content development
3. **Foster growth and development** of students

Roles

The roles of student organizations can vary greatly depending upon relationship development, duty to care, and purpose. Some of the roles assumed by advisers include:

<i>Mentor</i>	<i>Team Builder</i>	<i>Educator</i>	<i>Motivator</i>
<i>Conflict Mediator</i>	<i>Reflective Agent</i>	<i>Policy Interpreter</i>	

Expectations

- The adviser will discuss overall **expectations** with organization officers and membership
- The adviser must be aware of the **goals** and direction of the organization and assist the group in evaluating its progress in attaining those goals
- The adviser should be familiar with the **constitution and bylaws** of the organization and be prepared to assist with the interpretation of said documents
- The adviser must stay well informed about the **plans and activities** of the group
- The adviser is expected to **attend** as many **meetings and activities** of the group as possible and meet regularly with the organization officers
- The adviser ensures the organization's **compliance** with university policies and procedures including liability issues (make sure all events are registered in OrgSync and review)
- The adviser should provide **financial supervision** of the organization and make certain the group is maintaining accurate and accessible financial records
- The adviser will assist in the **transition of new officers** and aid in **developing leadership skills** of members
- The adviser will monitor **group functioning** and encourage members to participate fully and assume appropriate **group activity responsibility**
- The adviser will assist group members in **maintaining a balance** between academic responsibilities and activity commitments
- The adviser should encourage **feedback** and **evaluation** of sponsored programs and activities
- The adviser should be prepared to handle major problems or **emergencies**
- The adviser will be a **link** to the university administration and serve the group as a **resource**

DO – helpful things your organization(s) may need:

- assist officers with procedural matters
- empower the membership to take action
- allow the organization to succeed and fail
- offer ideas or considerations for the organization's discussion
- develop strong working relationships with the officers and membership
- help resolve intergroup conflict
- be visible
- encourage the organization to make reasonable and prudent decisions
- be consistent in action
- teach leadership development

DON'T (not so helpful things):

- know it all
- say "I told you so"
- impose your own bias
- manipulate the organization, impose, or force your opinions
- close communication
- miss all organization meetings or functions
- allow the organization to become a one-person organization
- assume the organization doesn't need you
- assume the organization's attitudes, needs, and personalities will remain the same year to year
- be the leader
- forget your sense of humor