

Working with Advisors

Advisors are a useful, and required, part of any student organization. Organizations with active advisors have increased support and are able to flourish. Advisors can be any faculty or staff member.

Role of an Advisor

- Meet with the officers to discuss organizational goals, assist with the development of programs, discuss the financial status of the organization, etc..
- Support the organization; it is expected that the advisor will attend group sponsored activities when appropriate.
- Be familiar with the group's history and traditions. The advisor should also be familiar with the constitution and bylaws and should be prepared to assist with their interpretation.
- Recognize the general financial condition of the organization and encourage the maintenance of sound financial records. If the organization has a checking or savings account at a bank or credit union, two signatures should be required for withdrawals with one of those signatures being the advisor.
- On a monthly basis, reconcile the account and review with the treasurer.
- Help the students understand the impact and implication of activities in which the group wishes to engage.
- Ensure that the organization re-registers with the Center for Student Involvement every academic year.
- Assist in resolving conflicts between group members and/or officers.
- Sign all documents that require an advisor's approval.
- Assist the organization with a smooth officer transition and participate in retreat experiences.
- Maintain open communication with the Center for Student Involvement, including updates on status as advisor.
- Attend workshops and trainings hosted by the Center for Student Involvement.
- Be knowledgeable of University policies.

When to communicate with your advisor?

As often as you wish! Advisors can be present at organization meetings and executive board meetings. It is recommended to meet with them, at a minimum, monthly basis.