

## **Advisor Responsibilities**

Each advisor perceives his/her relation to a student organization differently. Some Advisors play very active roles, attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the organization. It is expected that each Advisor will maintain regular contact with his/her organization. An Advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. The responsibilities of the advisor can be divided into three main categories:

- Responsibility to the organization
- Responsibility to the individual members
- Responsibility to the university

### **Responsibilities to the Organization**

The Advisor should:

- Develop clear expectations about the role of the advisor and your relationship to the organization.
- Assist the group in setting realistic goals and objectives each academic year, ensuring opportunities for educational and personal development.
- Help the organization justify its expenditures of students' time, abilities, energy, and funds.
- Be well informed about all plans and activities of the group. This can be achieved through regular attendance of meetings and/or frequent meetings with student officers.
- Discourage domination of the group by any individual or group of members.
- Assist in promoting group interest by evaluating programs.
- Assist the group in making sure that the proper paperwork is submitted to the Office of Student Life.
- Assist officers with procedural matters.
- Check all and receive copy of all official correspondence before and after it is sent.
- Be knowledgeable of the organization's history, purpose and constitution and help the general membership adhere to them.
- Be visible and establish an attendance schedule for organizational meetings.
- Be available, especially in emergency situations.
- Be consistent with your actions in serving as a mentor and mediator of conflict.

### **Responsibilities to the Individual Members**

The Advisor should:

- Seek to assist the students in maintaining a balance between the academic and the extracurricular aspects of student life.
- Encourage each to participate in and plan group events.
- Encourage students to accept responsibility for specific parts of programs and help them recognize the importance of their roles in relation to the group.

- Be concerned about developing the leadership skills of members, particularly the executive board, by discussing and helping to analyze group interactions and decision making.
- Be aware of the goals and directions of the organization and help members evaluate their progress towards those goals.
- Develop a strong working relationship with all the officers. Establish as needed meetings with individual members of the organization who need additional guidance in their officer or committee positions.
- Maintain a complete officer and membership list with addresses and phone numbers (or know where to easily find one).

### **Responsibilities to the University**

The Advisor should:

- Work with students to help them plan programs that are beneficial to students and consistent with the educational objectives of the University.
- Become familiar with the policies and procedures pertinent to student organizations and ensure they are followed.
- Be knowledgeable about, and comply with federal, state and local laws and ordinances, as well as campus policies. Inform the group of pertinent policies regularly.
- Cancel any activities when you believe they have been inadequately planned, violate University policy or are unsafe.
- Represent the group and its interests in staff and faculty meetings. Reach out to other advisors or departments (i.e. The Office of Student Life) for assistance.

Adapted from Office of Student Engagement at Missouri State University  
<http://organizations.missouristate.edu/guide/29242.htm>