

OFFICE OF STUDENT LIFE

Leadership Tips

MAKING THE ADVISOR CONNECTION

APPROPRIATE ROLES*

- Being a personal role model
- Sharing specific knowledge in the development and implementation of events
- Attending the organization's events
- Clarifying University policy and procedures
- Attending organization meetings
- Contributing ideas and suggestions
- Providing historical continuity for the organization
- Providing ideas and guidelines for recruiting new members
- Providing professional development
- Advise officers about meeting and organization management

INAPPROPRIATE ROLES*

- Run the student organization meetings
- Taking care of last-minute event details
- Being ultimately responsible for event problems or failures
- Having veto power over decisions
- Helping clean up after program
- Being responsible for the group's decisions
- Recruiting new members for the organization

* As perceived by Officers & Advisors

OTHER IDEAS TO DISCUSS

You may consider discussing some of the items outlined below with your advisor to help develop your organization.

- ➔ Meet with your advisor at the beginning of the year clarify your expectations about their role. Negotiate a role you both agree on and clarify any other expectations at this time.
- ➔ Continue to meet with your advisor weekly to touch base and keep them informed what is happening with the organization, projects or events.
- ➔ Develop a strategic planning retreat for the organization.
- ➔ Discuss your group's history, traditions, major accomplishments, fundraisers, events, etc.
- ➔ Review the organization's constitution together.
- ➔ Explore the relationship your group might have with others (ideas for co-sponsorship, recruitment, etc.).
- ➔ Review your budget.
- ➔ Discuss strategic goals for the organization to share with group members and receive input.

Defining an Advisor:

An advisor is one who shares insights, provides a different perspective and counsels. Advisors for student organizations assume a variety of roles while having three main functions.

THREE MAIN FUNCTIONS

- ➔ To help with the growth and development of students.
- ➔ To add to the continuity of the group as members graduate. Advisors can provide consistency and communicate the goals, legacy and history to future generations of members.
- ➔ To assist in the area of program content and purpose.

5 BASICS

TO STRENGTHEN THE ADVISOR CONNECTION

1. Be sure to relay the date, time and place for each meeting.
2. Have an advisor report as a regular part of the meeting.
3. Send the advisor a copy of all minutes.
4. Check with the advisor before scheduling a special meeting.
5. The president of the group should meet regularly with the advisor to discuss organizational matters and to relay and update information.

For more information or details contact the
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Club Resources - September 2008



Student Life
LOS MEDANOS COLLEGE