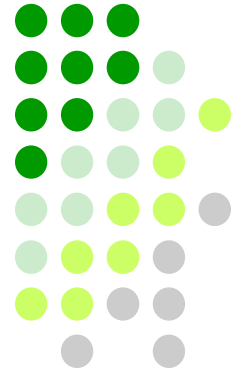


# Advising

*The role of an advisor depends on the organization. It varies from group to group depending upon the organization's needs and the students involved. The relationship of the advisor with the group will vary, not only with each organization, but also from time to time within a group. Both advisors and organizations must understand the roles and the responsibilities they hold in relation to each other and to the organization, and must be realistic and flexible when defining the advisor role.*

## Hints for Advising Student Organizations

1. Have a concern for the ongoing function of the organization.
  - Attend meetings and activities.
  - If the organization takes minutes, ask them to have a copy sent to you. Then be sure to read them.
2. Be available and approachable.
  - Be supportive and show enthusiasm and encouragement.
  - Communicate openly and directly (This involves being a good listener).
3. Give support but do not make decisions for them. Do not control.
  - Bring out student ideas without influencing their decisions.
  - Remember to serve as a resource person. The key word is resource, not source.
4. Develop a support system on campus.
  - Know specific services that are available for student groups, both on campus and off campus.
  - Keep a resource file of past events and activities for future reference.
5. Stay informed about changes in University policies and procedures.
6. Be aware of goals and directions of the organization.
  - Involve the entire membership in setting yearly goals.
  - Keep an on-going list of goals that indicate progress and success.
7. Encourage members to assume responsibility for their actions and for the effectiveness of their programs.
  - Remind them to keep a positive attitude.
  - Show members that you have confidence in them and that you expect them to do their best.
8. Have a basic knowledge of the organization's constitution and encourage members to use their constitution.
  - Keep the organization within University guidelines.
  - The constitution is designated to reduce internal conflict and should protect the rights of all members.
9. Be concerned about developing the leadership skills of members.
  - Hold mandatory training sessions.
  - Provide ongoing positive and constructive feedback on performance.
10. Help perpetuate the organization.
  - Advisors can provide continuity when student leaders come and go.
  - Be involved in a transition training program where outgoing officers train the new replacements.



Dragon Tidbits