

The Role of an Adviser

An adviser is a consultant to an organization who assists the group in its growth and development. He/she provides direction through advice, understanding and clarification. An adviser should:

1. Clarify his/her role as adviser to the group as he/she sees it. Once understood, there should be fewer problems due to misunderstandings.
2. Be aware of the rules and regulations that pertain to a student organization and its members.
3. Add continuity to the group by exploring rules, regulations, roles and responsibilities with members.
4. Be available to the officers of the organization for regular consultation.
5. Be available, as needed, to advise or assist members in organization-related problems or issues.
6. Stay up-to-date on what is occurring within the organization.
7. Attend meetings.
8. Promote involvement.
9. Provide constructive feedback. Generally, it is preferable to provide such feedback after club meetings rather than during.
10. Advise through a process of challenge and support (challenge the students to strive for more, then support them in their efforts.)
11. Guide, rather than dictate or order. Sometimes a little "push" is needed but a "shove" is rarely appropriate or effective.
12. Recognize that failure is as much a part of the learning process as success.
13. Incorporate classroom learning into group activities when possible.
14. Do not let personal goals interfere with or influence group decisions, activities or goals.

Adviser Responsibilities

There are a number of general duties each adviser is expected to perform including to:

1. Carry out the duties assigned by the organization's approved constitution.
2. Serve as a liaison between the University and the student group, interpret University policies and procedures and be an official "guest" at the organization's functions.
3. Be aware of and assist the organization in management of its financial operations.
4. Assist the organization in planning programs and events and to refer organizational leaders to appropriate University resources that may aid in the planning process.
5. Approve the organization's requests for financial support through Govs Organization Council Budget Committee requests.
6. Consult periodically with the office of Student Life and Leadership or designated administration concerning the student organization's direction, programs and function; notify designated staff in the event the organization has decided to disband or has ceased to function as a student organization.
7. Serve as an adviser until a successor is appointed, if for any reason it is impossible to continue.
8. Assist the organization in the periodic examination of its progress toward the goals specified in its constitution and suggest alternatives that may aid in goal attainment.